



# How to Process a P1 in MAGIC

These instructions are developed to provide you step-by-step instructions on how to create P1 requests.

Select the desired option from the contents below for the instructions.

## Contents

|   |    |
|---|----|
| Create P1 Contract from Awarded RFX Response (State Agencies Only) .....                        | 2  |
| How to Create a Manual P1 Contract Request (Universities Only) .....                            | 15 |
| How to Modify a P1 Contract.....  | 27 |
| How to Modify a Rejected P1 .....   | 30 |
| How to Create an Open Purchase Order P1 Request (State Agencies ONLY).....                      | 32 |
| How to Create an Exemption P1 Request from procuring State Contract Items (State Agencies ONLY) | 32 |

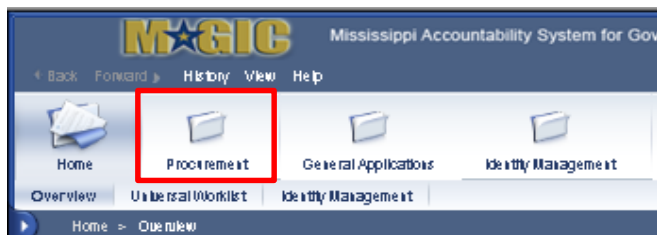
## Create P1 Contract from Awarded RFX Response (State Agencies Only)

This process will be used if a State agency has created a competitive bid within MAGIC. After all bid responses have been received electronically and/or the Buyer has entered all Surrogate bids (if accepted, per the specifications), a P1 contract will be created from the awarded bid response that will route to the Office of Purchasing, Travel, and Fleet Management (OPTFM) for approval.

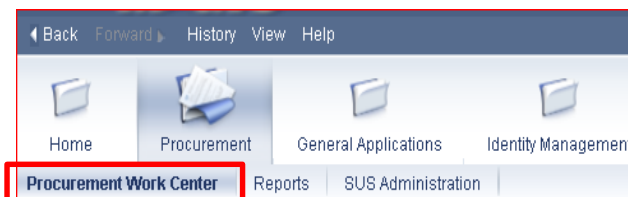
1. Using your User-ID and Password Log into MAGIC:  
<https://portal.magic.ms.gov>



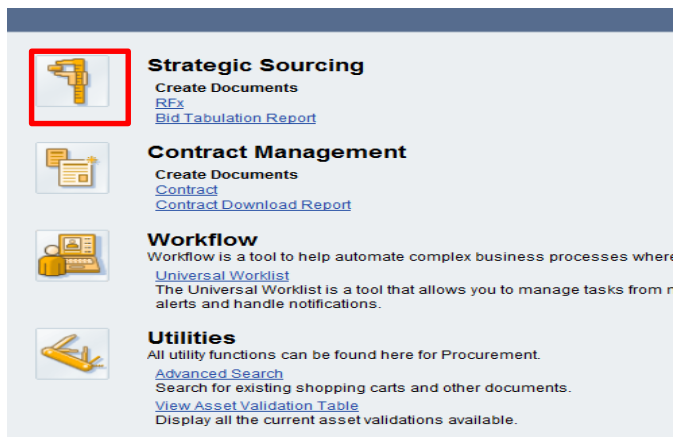
2. Select **Procurement** icon from the home page options.



3. Select **Procurement Work Center**



4. Select the icon next to Strategic Sourcing



5. Enter the RFX number into the “Number” field and click “Apply”. Click on the applicable RFX number to open and display.

| RFX Number | Item Number | Location | RFX Name             | Type | Status    | RFX Category         | Purchase |
|------------|-------------|----------|----------------------|------|-----------|----------------------|----------|
| 3160000110 |             |          | 1130-15-R-IFBD-00017 | IFBD | Published | State of Mississippi |          |

6. Click Responses and Awards

**Display RFX : 3160000110**

RFX Number 3160000110  
Version Number 2

Smart Number 1130-15-R-IFBD-00017  
Version Type Active Version

Type Invitation for Bid  
External Version Number 1

Status Published Created On 10/13/2014 12:55:19 Created By Robert Fulcher Time Zone CST Number of Suppliers 4 Number of Items 3

Close Refresh Copy Check **Responses and Awards** Convert to Auction Export Print Preview Questions and Answers (0)

Related Links

**RFX Information** Bidders Items Notes and Attachments Conditions Weights and Scores Approval Tracking

**RFX Parameters** Questions Notes and Attachments Conditions Table Extension Payment Synopsis User-Specified Status

**Identification**  
Smart Number: 1130-15-R-IFBD-00017  
☐ Smart Number is External  
RFX Number: 3160000110  
RFX Type: Invitation for Bid  
Product Category:  
Publication Type: Public RFX

**Event Parameters**  
Currency: USD  
Target Value: 0.00 USD  
Detailed Price Information: Price with Conditions  
Follow-On Document: Contract  
Bidder Can Change RFX Responses: ☒  
Allow Multiple RFX Responses for Each Company: ☒  
Display Weighting to Bidders: ☐

**Organization**  
Purchasing Organization: State of Mississippi - Purchasing  
Purchasing Group: 1130 OVSIGHT OPTFM [Show Members](#)

**Dates**  
Start Date: 10/13/2014 01:00:00 pm  
Surrogate Bid Entry Deadline: 10/23/2014 12:00:00 am  
Opening Date: 10/13/2014 01:20:00 pm

**Document Builder Doc Type:** ZRFX\_AMEND  
**Confidential Document:** ☐  
**Bidder Submission Deadline Date:** 10/13/2014  
**Bidder Submission Deadline Time:** 01:20:00 pm

7. Select and open the response that will be awarded.

**Responses and Awards**

9 Days 10:32:20 | Smart Number 1130-15-R-IFBD-00017 | Type Invitation for Bid | Status Published | Number of Suppliers 4 | RFx Number 3160000110

Close | Print Preview | Refresh | Create Follow-on RFx | Export | Questions & Answers ( 0 ) | Synopsis

Response Activity | Response Comparison | Surrogate Bidding

| Response Number | Response Status | Company Name                   | Bidder Name   | Intent                              | Response Version | Last Changed | Response on Behalf |
|-----------------|-----------------|--------------------------------|---|-------------------------------------|------------------|--------------|--------------------|
| 6000000070      | Submitted       | MS SCHOOL PUBLIC RELATIONS ASN | MS SCHOOL PUBLIC RELATIONS ASN MS SCHOOL PUBLIC RELATIONS ASN | <input checked="" type="checkbox"/> |                  | 10/13/2014   | Activated          |
| 6000000071      | Submitted       | ARCADIA PUBLISHING             | ARCADIA PUBLISHING ARCADIA PUBLISHING                         | <input type="checkbox"/>            |                  | 10/13/2014   | Activated          |
| 6000000072      | Submitted       | INTELLTRACK INC                | INTELLTRACK INC INTELLTRACK INC                               | <input type="checkbox"/>            |                  | 10/13/2014   | Activated          |
| 6000000072      | Submitted       | CRAIGENS GARAGE                | CRAIGENS GARAGE CRAIGENS GARAGE                               | <input type="checkbox"/>            |                  | 10/13/2014   | Activated          |

8. Click within the checkbox for the items that will be awarded;

**Edit Document: 6000000070**

RFx Response Number 6000000070 | RFx Name 1130-15-R-IFBD-00017 | Status Submitted | Supplier Name MS SCHOOL PUBLIC RELATIONS ASN | Target Value 0.00 USD | RFx Number 3160000110

Close | Read Only | Print Preview | Check | Intent to Award | Accept | Reject | Return | Save | Export

Rfx Information | **Items** | Notes and Attachments | Conditions | Approval | Tracking

Item Overview

| Line Number | Internal Item Number | Description        | Accept                              | Item Type | Product ID | Product Category     | Product Category Description | Required Quantity | Submitted Quantity | Unit | Price | Currency | Price Per | Total Value |
|-------------|----------------------|--------------------|-------------------------------------|-----------|------------|----------------------|------------------------------|-------------------|--------------------|------|-------|----------|-----------|-------------|
| 1           |                      | School Agendas     | <input checked="" type="checkbox"/> | Material  | 78502      | SchoolEquipAgendasPI |                              | 500               | 500                | EA   | 16.00 | USD      | 1         | 8,000.00    |
| 2           |                      | School Blackboards | <input checked="" type="checkbox"/> | Material  | 78515      | SchoolEquipBlackboar |                              | 750               | 750                | EA   | 25.00 | USD      | 1         | 18,750.00   |
| 3           |                      | School Books       | <input checked="" type="checkbox"/> | Material  | 78520      | SchoolEquipBooksClas |                              | 1,000             | 1,000              | EA   | 50.00 | USD      | 1         | 50,000.00   |

9. Click the “Accept” button

Note: Please navigate to the Approval tab. Agency approvals may be required.

**Edit Document: 6000000070**

RFx Response Number 6000000070 | RFx Name 1130-15-R-IFBD-00017 | Status Submitted | Supplier Name MS SCHOOL PUBLIC RELATIONS ASN | Target Value 0.00 USD | RFx Number 3160000110

Close | Read Only | Print Preview | Check | Intent to Award | **Accept** | Reject | Return | Save | Export

Rfx Information | **Items** | Notes and Attachments | Conditions | Approval | Tracking

Item Overview

| Line Number | Internal Item Number | Description        | Accept                              | Item Type | Product ID | Product Category     | Product Category Description | Required Quantity | Submitted Quantity | Unit | Price | Currency | Price Per | Total Value |
|-------------|----------------------|--------------------|-------------------------------------|-----------|------------|----------------------|------------------------------|-------------------|--------------------|------|-------|----------|-----------|-------------|
| 1           |                      | School Agendas     | <input checked="" type="checkbox"/> | Material  | 78502      | SchoolEquipAgendasPI |                              | 500               | 500                | EA   | 16.00 | USD      | 1         | 8,000.00    |
| 2           |                      | School Blackboards | <input checked="" type="checkbox"/> | Material  | 78515      | SchoolEquipBlackboar |                              | 750               | 750                | EA   | 25.00 | USD      | 1         | 18,750.00   |
| 3           |                      | School Books       | <input checked="" type="checkbox"/> | Material  | 78520      | SchoolEquipBooksClas |                              | 1,000             | 1,000              | EA   | 50.00 | USD      | 1         | 50,000.00   |

10. After all agency approvals have been applied, the status will reflect a status of “Accepted”.

a. Once accepted, click “Create Contract.”

**Display RFx Response 6000000070**

RFx Response Number 6000000070 | RFx Name 1130-15-R-IFBD-00017 | **Status Accepted** | Supplier Name MS SCHOOL PUBLIC RELATIONS ASN | Target Value 0.00 USD | RFx Number 3160000110

Close | Print Preview | Refresh | Intent to Award | Export | **Create Contract** | Publish To Catalog | Undo Accept | Synopsis

Rfx Information | **Items** | Notes and Attachments | Conditions | Approval | Tracking

Item Overview

| Line Number | Internal Item Number | Description        | Accept                              | Item Type | Product ID | Product Category     | Product Category Description | Required Quantity | Submitted Quantity | Unit | Price | Currency | Price Per | Total Value |
|-------------|----------------------|--------------------|-------------------------------------|-----------|------------|----------------------|------------------------------|-------------------|--------------------|------|-------|----------|-----------|-------------|
| 1           |                      | School Agendas     | <input checked="" type="checkbox"/> | Material  | 78502      | SchoolEquipAgendasPI |                              | 500               | 500                | EA   | 16.00 | USD      | 1         | 8,000.00    |
| 2           |                      | School Blackboards | <input checked="" type="checkbox"/> | Material  | 78515      | SchoolEquipBlackboar |                              | 750               | 750                | EA   | 25.00 | USD      | 1         | 18,750.00   |
| 3           |                      | School Books       | <input checked="" type="checkbox"/> | Material  | 78520      | SchoolEquipBooksClas |                              | 1,000             | 1,000              | EA   | 50.00 | USD      | 1         | 50,000.00   |

11. Select contract type “CNTR” unless the contract is a Sole-Source. If a Sole-Source, select contract type SOLC, and then click “Create Contract”.

**Display RFX Response 6000000188**

RFX Response Number 6000000188    RFX Name 1130-15-R-IFBD-00071    Status Accepted    Supplier Name SOUTHERN EYE CARE PC    Target Value 0.00 USD

Close    Print Preview    Refresh    Intent to Award    Export    Create Contract    Publish To Catalog    Synopsis

**Create Contract**

Select from the following transaction types:

| Description          | Transaction Type | Partner Grouping Schema |
|----------------------|------------------|-------------------------|
| BRICKS – Lease       | BRLE             |                         |
| Purchasing (General) | <b>CNTR</b>      |                         |
| Emergency Contract   | EMEC             |                         |
| Cntr/Oversight Appr  | SOLC             |                         |

Create Contract    Cancel

**Rfx Information**    Items    Notes and Attachments

General Data    Conditions    Notes and Attachments    Questions

▼ Basic Data

Bidder Contact Information

Supplier Name: SOUTHERN EYE CARE PC

Contact Person Name: SOUTHERN EYE CARE PC SOUTHERN EYE CARE PC

E-Mail:

Fax:

Phone: 912-375-2516

12. The following message will appear, “Contract 88XXXXXX was not created completely”. After the message displays, select the “Close” button.

Note: Use the scroll bar to the far right and navigate to the last message.

**Display RFX Response 6000000070**

RFX Response Number 6000000070    RFX Name 1130-15-R-IFBD-00017    Status Accepted    Supplier Name MS SCHOOL PUBLIC RELATIONS ASN    Target Value 0.00 USD    RFX Number [3160000110](#)

Please attach the necessary justification or contract that needs to be posted to transparency under the Notes and Attachment tab

Please attach an appropriate internal justification for this contract

Please enter Material/Service type in additional information

Enter Short Contract Description text under Notes and Attachment

Contract 8800002750 was not created completely - [Display Help](#)

Close    Print Preview    Refresh    Intent to Award    Export    Create Contract    Publish To Catalog    Undo Accept    Synopsis

**Rfx Information**    **Items**    Notes and Attachments    Conditions    Approval    Tracking

▼ Item Overview

Details    Add New    Copy    Paste    Delete    Calculate Value

| Line Number | Internal Item Number | Description        | Accept | Item Type | Product ID | Product Category      | Product Category Description | Required Quantity | Submitted Quantity | Unit | Price | Currency | Price Per | Total Value |
|-------------|----------------------|--------------------|--------|-----------|------------|-----------------------|------------------------------|-------------------|--------------------|------|-------|----------|-----------|-------------|
| 1           |                      | School Agendas     | ✓      | Material  | 78502      | SchoolEquipAgendasPI  |                              | 500               | 500                | EA   | 16.00 | USD      | 1         | 8,000.00    |
| 2           |                      | School Blackboards | ✓      | Material  | 78515      | SchoolEquipBlackboard |                              | 750               | 750                | EA   | 25.00 | USD      | 1         | 18,750.00   |
| 3           |                      | School Books       | ✓      | Material  | 78520      | SchoolEquipBooksClas  |                              | 1,000             | 1,000              | EA   | 50.00 | USD      | 1         | 50,000.00   |

13. Navigate to the RFX and select the “Tracking” tab to find the contract that was created. Click on the Contract Number to display the contract.

**Display RFX : 3160000110**

RFX Number 3160000110    Smart Number 1130-15-R-IFBD-00017    Type Invitation for Bid    Status Published    Created On 10/13/2014 12:55:19    Created By Robert Fulcher    Time Zone CST    Number of Suppliers 1    Number of Items 3

Version Number 2    Version Type Active Version    External Version Number 1

Edit    Close    Refresh    Copy    Check    Responses and Awards    Create Follow-on RFX    Convert to Auction    Export    Print Preview    Questions and Answers ( 0 )

**RFX Information**    Bidders    **Items**    Notes and Attachments    Conditions    Weights and Scores    Approval    **Tracking**

▼ History

View: United States Dollar

| Document         | Name                 | Document Number | Back-End Document Number | Status    | Date       |
|------------------|----------------------|-----------------|--------------------------|-----------|------------|
| RFX              | 1130-15-R-IFBD-00017 | 3160000110      |                          | Published | 10/13/2014 |
| RFX Response     | 1130-15-R-IFBD-00017 | 6000000070      |                          | Accepted  | 10/13/2014 |
| RFX Response     | 1130-15-R-IFBD-00017 | 6000000071      |                          | Submitted | 10/13/2014 |
| RFX Response     | 1130-15-R-IFBD-00017 | 6000000072      |                          | Submitted | 10/13/2014 |
| Central Contract | 1130-15-C-SOLC-00017 | 8800002750      |                          | Saved     | 10/13/2014 |

14. Click the “Edit” button to begin entering data into the contract.

**Display Cntr/Oversight Appr 8800002750**

Contract Number 8800002750   Smart Number 1130-15-C-SOLC-00017   Contract Type Cntr/Oversight Appr   Status Saved   Supplier 3100012252 MS SCHOOL PUBLIC RELATIONS ASN   Contract Owner 10215 Robert Fulcher

Close   Release   **Edit**   Copy   Check   Refresh   Negotiate   Send E-Mail   Print Preview   Export

Overview   Header   Items   Notes and Attachments   Conditions   Authorization   Approval   Tracking

**General Header Data**

Contract Number: 8800002750   Contract Name: 1130-15-C-SOLC-00017

Supplier: \* 3100012252 MS SCHOOL PUBLIC RELATIONS ASN   Contract Owner: 10215 Robert Fulcher

Valid From / To: \* 10/13/2014 - 12/31/9999   Target Value/ Currency: 0.00 USD

Purchasing Organization: \* State of Mississippi - Purchasing   Release Value: 0.00 USD

Purchasing Group: \* 1130 OVSIGHT OPTFM   Show Members   Basic Contract: ☐

▼ Items

| Line Number | Item Category | Option Type | Item Number | Product ID | Description        | Product Category | Target Quantity | Option Status | Unit | Target Value | Price | Currency | Price Per | Price Unit | Reference Item Number |
|-------------|---------------|-------------|-------------|------------|--------------------|------------------|-----------------|---------------|------|--------------|-------|----------|-----------|------------|-----------------------|
| 1           | Normal        |             | 1           |            | School Agendas     | 78502            | 500             | EA            |      | 8,000.00     | 16.00 | USD      | 1         | EA         | 0                     |
| 2           | Normal        |             | 2           |            | School Blackboards | 78515            | 750             | EA            |      | 18,750.00    | 25.00 | USD      | 1         | EA         | 0                     |
| 3           | Normal        |             | 3           |            | School Books       | 78520            | 1,000           | EA            |      | 50,000.00    | 50.00 | USD      | 1         | EA         | 0                     |

- (1) Set the **Valid From / To** contract effective dates by clicking the calendar icon to open and display the calendar to select the desired dates.

Overview   Header   Items   Notes and Attachments   Conditions

**General Header Data**

Contract Number: 8800002750

Supplier: \* 3100012252 MS SCHOOL PUBLIC RELATIONS ASN

Valid From / To: \* 10/13/2014 10/13/2015

Purchasing Organization: \* State of Mississippi - Purchasing

- (2) In the window displayed, click the date to be populated.

Valid From / To: \* 10/13/2014 10/13/2015

Purchasing Organization: \*

Purchasing Group: \*

▼ Items

Details   Select   Add

Line Number   Item Category

October 2014

| Mo | Tu | We | Th | Fr | Sa | Su |
|----|----|----|----|----|----|----|
| 29 | 30 | 1  | 2  | 3  | 4  | 5  |
| 6  | 7  | 8  | 9  | 10 | 11 | 12 |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 27 | 28 | 29 | 30 | 31 | 1  | 2  |

Paste   Du

(3) Enter the **Target Value** of request. **Total EXPECTED** spend throughout contract life cycle

**Change Cntr/Oversight Appr 8800002750**

Contract Number 8800002750 Smart Number 1130-15-C-SOLC-00017 Contract Type Cntr/Oversight Appr Status Saved Supplier 3100012252 MS

Close Read Only Release Save Check Send E-Mail Print Preview Export Import Delete Park

Overview Header Items Notes and Attachments Conditions Authorization Approval Tracking

**General Header Data**

Contract Number: 8800002750 Contract Name: 1130-15-C-SOLC-00017

Supplier: \* 3100012252 MS SCHOOL PUBLIC RELATIONS ASN Contract Owner: 10215 Robert Fulcher

Valid From / To: \* 10/13/2014 - 10/13/2015 Target Value/ Currency: 76,750.00 USD

Purchasing Organization: \* State of Mississippi - Purchasing Release Value: 0.00 USD

Purchasing Group: \* 1130 OVSIGHT OPTFM Basic Contract: ☐ Show Members

15. All line item data will replicate from the awarded RFx response. The fields include but not limited to:

- Description
- Product Category
- Quantity
- Unit of Measure
- Target Value
- Price

Overview Header Items Notes and Attachments Conditions Authorization Approval Tracking

**General Header Data**

Contract Number: 8800002750 Contract Name: 1130-15-C-SOLC-00019

Supplier: \* 3100012252 MS SCHOOL PUBLIC RELATIONS ASN Contract Owner: 10215 Robert Fulcher

Valid From / To: \* 10/13/2014 - 10/13/2015 Target Value/ Currency: 76,750.00 USD

Purchasing Organization: \* State of Mississippi - Purchasing Release Value: 0.00 USD

Purchasing Group: \* 1130 OVSIGHT OPTFM Basic Contract: ☐ Show Members

▼ Items

Details Select Add Item Exercise Option Copy Paste Duplicate Delete Assign Distribution

| Line Number | Item Category | Option Type | Item Number | Product ID | Description        | Product Category | Target Quantity | Option Status | Unit | Target Value | Price |
|-------------|---------------|-------------|-------------|------------|--------------------|------------------|-----------------|---------------|------|--------------|-------|
| 1           | Normal        |             | 1           |            | School Agendas     | 78502            | 500             |               | EA   | 8,000.00     | 16.00 |
| 2           | Normal        |             | 2           |            | School Blackboards | 78515            | 75              |               | EA   | 18,750.00    | 25.00 |
| 3           | Normal        |             | 3           |            | School Books       | 78520            | 1,000           |               | EA   | 50,000.00    | 50.00 |
| 4           | Normal        |             | 4           |            | School, Agendas    | 78502            | 500             |               | EA   | 8,000.00     | 16.00 |

16. If the **Target Value** for a given line is not known, set the **Target Value** on the line to the **Target Value** under the **General Header Data** section of the **Overview** tab.

- a. If the **Quantity** is unknown, then ensure that the **Target Quantity** is set to zero

**Overview** Header Items Notes and Attachments Conditions Authorization Approval Tracking

**General Header Data**

Contract Number: 8800002750 Contract Name: 1130-15-C-SOLC-00019

Supplier: \* 3100012252 MS SCHOOL PUBLIC RELATIONS ASN Contract Owner: 10215 Robert Fulcher

Valid From / To: \* 10/13/2014 - 10/13/2015 Target Value/ Currency: 76,750.00 USD

Purchasing Organization: \* State of Mississippi - Purchasing Release Value: 0.00 USD

Purchasing Group: \* 1130 OVSIGHT OPTFM Basic Contract: ☐

**Items**

Details Select Add Item Exercise Option Copy Paste Duplicate Delete Assign Distribution

| Line Number | Item Category | Option Type | Item Number | Product ID | Description        | Product Category | Target Quantity | Option Status | Unit | Target Value | Price |
|-------------|---------------|-------------|-------------|------------|--------------------|------------------|-----------------|---------------|------|--------------|-------|
| 1           | Normal        | ▼           | 1           |            | School, Agendas    | 78502            | 0               | EA            |      | 76,750.00    | 16.00 |
| 2           | Normal        | ▼           | 2           |            | School Blackboards | 78515            | 0               | EA            |      | 76,750.00    | 25.00 |
| 3           | Normal        | ▼           | 3           |            | School Books       | 78520            | 0               | EA            |      | 76,750.00    | 50.00 |
| 4           | Normal        | ▼           | 4           |            | School, Agendas    | 78502            | 0               | EA            |      | 76,750.00    | 16.00 |

### Step Three: Header – Additional Information

- (1) Click the **Header**, then **Additional Information Subtab** tab.

**Create Cntr/Oversight Appr 8800001161**

Contract Number 8800001161 Smart Number 1130-14-C-SOLC-00052 Contract Type

Close Release Save Edit Check Print Preview Export Import Park

**Overview** **Header** Items Notes and Attachments Conditions A

**General Header Data**

Contract Number: 8800001161

Supplier: \*

Valid From / To: \* 04/24/2014 - 04/23/2015

Purchasing Organization: \* State of Mississippi - Purchasing

Purchasing Group: \* DFA OVSIGHT OPTFM Show Members



(2) Enter the following information on the Additional Information tab. Fields with \* are required fields.

- a) **Request Type:** Use the drop down and select the appropriate value.

- b) **Contract Category:** Use the drop down and select the value “OPTFM P1”.
- c) **Contract Performance Location:** Use the dropdown and select the applicable county where the item/service is to be utilized (If there is more than one, select “Multiple Locations” or “Statewide” or “Other”).
- d) **Material/Service Type:** Use the dropdown and select “Commodity (Non-IT)”.
- e) **Reference Contract Number:** Use this field to record an internal agency reference number if needed, this field can be queried upon via advanced search in SRM

(3) Enter the following funding source information. These fields are required for Transparency reporting.

- a) **Stimulus Funded:** Select the appropriate value.
- b) **Federal Funds Indicator:** Select “Yes” if federal funds are used to procure the commodity. The system will default to “No.”

If "NO", the contract does not require a Federal Fund % or Federal Amount (fields will be grayed out). Therefore, the State Fund% and Other Amount % must total to 100%. State and Other Amount fields must equal to the Contract Total Value.

|                          |   |
|--------------------------|---|
| Stimulus Funded:         | <input type="radio"/> Yes <input checked="" type="radio"/> No |
| Federal Funds Indicator: | <input type="radio"/> Yes <input checked="" type="radio"/> No |
| State Fund %:            | 90.00   |
| Federal Funds %:         | 0.00  |
| Other Amount %:          | 10.00   |
| Federal Amount:          | 0.00  |
| State Amount:            | 45,000.00   |
| Other Amount:            | 5,000.00  |
| Contract Total Value:    | 50,000.00   |

If Federal Funds Indicator is "YES."

- A Federal Funds % or Federal Amount must be entered.
- Fed Grant Award Number, Fed Aid Number, and CFDA Number will also be required.
- Federal, State, and/or Other % or Amount must total 100% and amounts must equal Contract Total Value.

|                          |   |
|--------------------------|---|
| Fed Grant Award Number:  | 123456A   |
| Fed Aid Number:          | 123456A   |
| CFDA Number:             | 10.567 123  |
| Stimulus Funded:         | <input type="radio"/> Yes <input checked="" type="radio"/> No |
| Federal Funds Indicator: | <input checked="" type="radio"/> Yes <input type="radio"/> No |
| State Fund %:            | 90.00   |
| Federal Funds %:         | 5.00  |
| Other Amount %:          | 5.00  |
| Federal Amount:          | 2,500.00  |
| State Amount:            | 45,000.00   |
| Other Amount:            | 2,500.00  |
| Contract Total Value:    | 50,000.00   |

Must Equal 100%

Must add up to Contract Total Value

(4) Enter the option **Green Attributes** information.

- a) **Recycled Goods:** Use the dropdown and select the applicable value (Recycled, No, Partial). If "Partial" is selected, the Recycled Good Percentage must be entered.
- b) **Energy Efficient:** Select the appropriate value.
- c) **Green Technology or Products:** Select the appropriate value.
- d) **Manufactured in Mississippi:** Select the appropriate value.
- e) **Carbon Footprint:** Free-text field for you to enter the appropriate value.

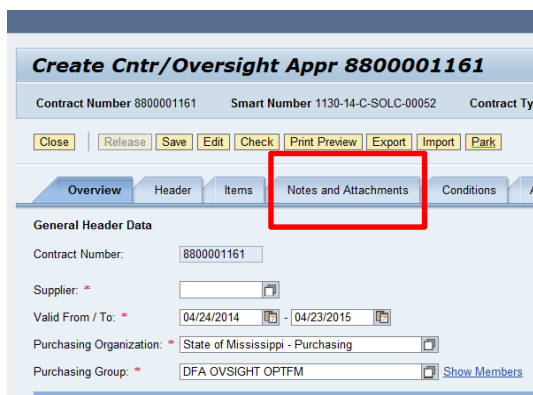


The screenshot shows a form titled "Green Attributes". It contains the following fields:

- Recycled Goods:** A dropdown menu.
- Recycled Goods Percentage:** A text input field.
- Energy Efficiency:** Radio buttons for "Yes" and "No", with "No" selected.
- Green Technology or Products:** Radio buttons for "Yes" and "No", with "No" selected.
- Manufactured in Mississippi:** Radio buttons for "Yes" and "No", with "No" selected.
- Carbon Footprint:** A text input field.

## Step Four: Notes and Attachments

(1) Click the main **Notes and Attachments** tab.



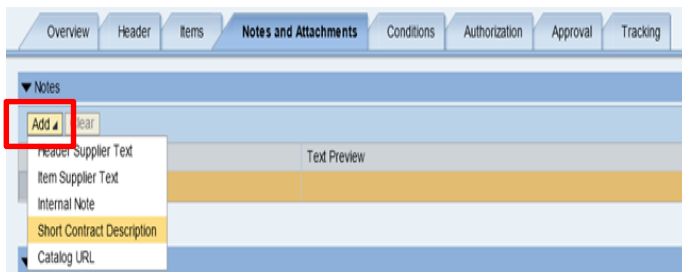
The screenshot shows the "Create Cntr/Oversight Appr 8800001161" form. The "Notes and Attachments" tab is highlighted with a red box. The form includes the following fields:

- Contract Number:** 8800001161
- Smart Number:** 1130-14-C-SOLC-00052
- Contract Type:**
- Buttons:** Close, Release, Save, Edit, Check, Print Preview, Export, Import, Park.
- General Header Data:**
  - Supplier:** \*
  - Valid From / To:** \* 04/24/2014 - 04/23/2015
  - Purchasing Organization:** \* State of Mississippi - Purchasing
  - Purchasing Group:** \* DFA OVSIGHT OPTFM

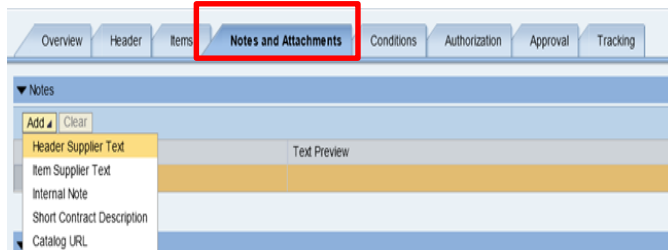
(2) Click **Add** then **Short Contract Description**. The description is a required field and can be up to 60 characters in length. Enter a brief description of the contract.

a. The description must begin with one of the following phrases:

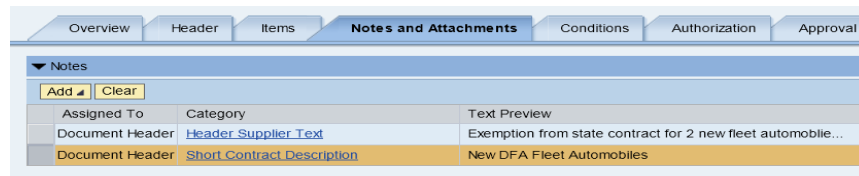
- Bid Solicitation for....
- Sole source request for...
- Research request for...
- Exemption from state contract for...
- Open purchase for...
- Trade-In of Equipment with Purchase



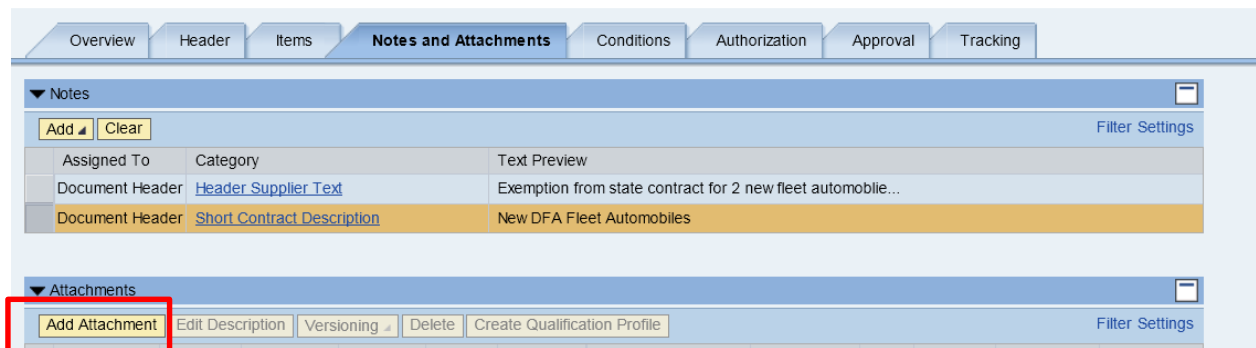
(3) Click **Add** then **Header Supplier Text**. Enter a detailed description of the items requested.



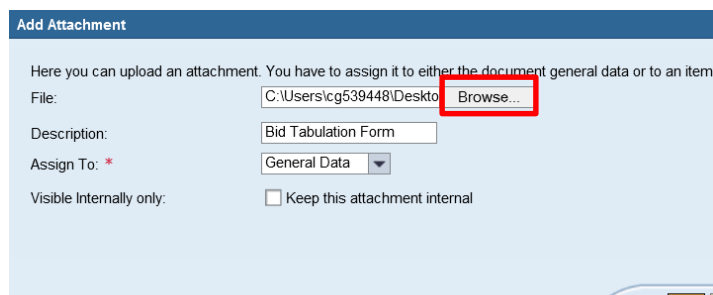
(4) Internal Note and Item Supplier Text are optional fields and all notes will be displayed as seen below.



(5) Select the **Add Attachment** button to upload all required documents needed for approval.

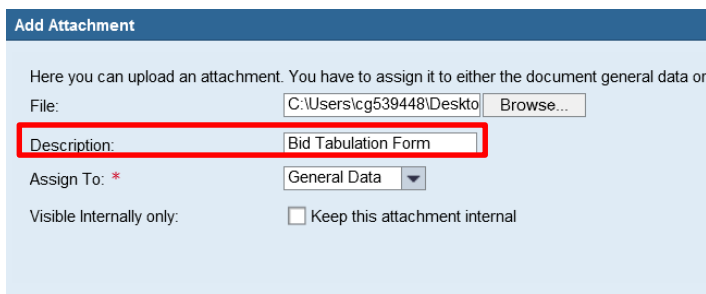


(6) A small window will display; select the **Browse...** button to select a document from your computer.



The 'Add Attachment' dialog box is shown. It has a title bar 'Add Attachment' and a close button. The main text says: 'Here you can upload an attachment. You have to assign it to either the document general data or to an item'. Below this are four fields: 'File:' with a text box containing 'C:\Users\cgs539448\Desktop' and a 'Browse...' button (highlighted with a red rectangle); 'Description:' with a text box containing 'Bid Tabulation Form'; 'Assign To: \*' with a dropdown menu showing 'General Data'; and 'Visible Internally only:' with a checkbox labeled 'Keep this attachment internal'.

(7) Enter a description of the document to be added.



The 'Add Attachment' dialog box is shown. The 'Description:' text box, which contains 'Bid Tabulation Form', is highlighted with a red rectangle. The other fields are the same as in the previous screenshot.

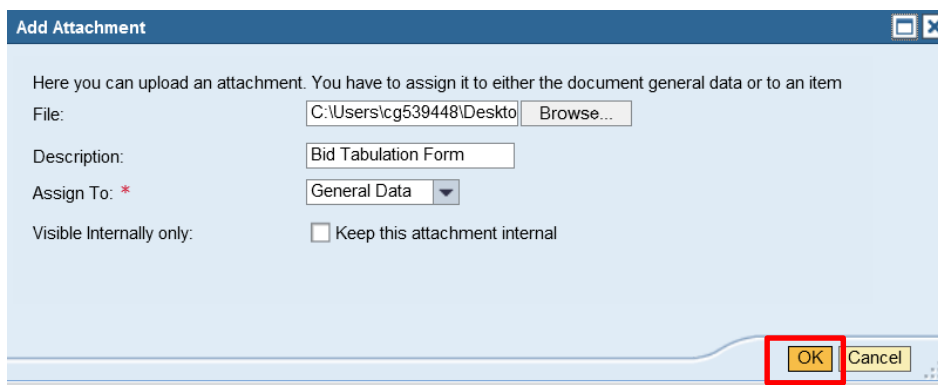
(8) Documents must be marked internal or external and must be in compliance with MS Code 27-104-155. NOTE, if the box is **unchecked**, it will be visible to the public for Transparency requirement.

- Continue to select the **Add Attachment** button to upload all remaining documents such as the Contract, Bid Specs, Justification Letter and Bid Tabulation, advertisement, etc.



A close-up of the 'Visible Internally only:' section. It shows an unchecked checkbox followed by the text 'Keep this attachment internal'. The entire section is enclosed in a red rectangular border.

(9) Select the **OK** button to return the file to the Notes and Attachment display.



The 'Add Attachment' dialog box is shown. The 'OK' button at the bottom right is highlighted with a red rectangle. The other fields are the same as in the previous screenshots.

(10) The system will display the added document to the table below

**Notes and Attachments**

▼ Notes

Add Clear


| Assigned To | Category | Text Preview |
|-------------|----------|--------------|
|             |          |              |

▼ Attachments

Add Attachment Edit Description Versioning Delete Create Qualification Profile

| Assigned To     | Category            | Description                         | File Name                               | Version | Processor | Visible                  |
|-----------------|---------------------|-------------------------------------|---|---------|-----------|--------------------------|
| Document Header | Standard Attachment | <a href="#">Bid Tabulation Form</a> | IN077490_Transparency Website Issue.msg | 1       |           | <input type="checkbox"/> |

### Step Five: Release for Approval

- (1) Once all required information has been entered, select **Release**  to send the contract through approval.
- (2) Approvals can be displayed by selecting the **Approval** tab.

Authorization **Approval** Tracking

Header Approval Note

- (3) The Commodity Oversight Approvers will approve P1 requests.

Overview Header Items Notes and Attachments Conditions Authorization **Approval** Tracking

Current Status: Active Header Approval Note

Current Process Step: SRM Contract Approval

Currently Processed By: David Cranford, William Beard

Approval Process Data: [Download as XML](#)

Follow Up: ☐ Work Item to Requester at Process End

Header Item

**Header Approval Status**

Add Approver Remove Approver Settings

| Sequence | Process Step          | Status                  | Processor Determination            | Processor                     | Received On         | Processed On | Forwarded By |
|----------|-----------------------|-------------------------|------------------------------------|-------------------------------|---------------------|--------------|--------------|
| 001      | SRM Contract Approval | Open (No Decision Made) | CTR Commodity Oversight 1 Approval | David Cranford, William Beard | 05/28/2014 14:54:43 |              |              |

## How to Create a Manual P1 Contract Request

This process should be used by Universities or Agencies that **do not** create their RFX's within the MAGIC system.

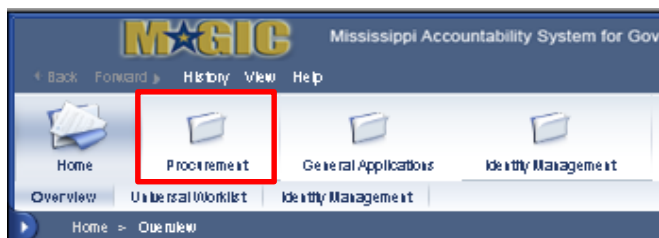
1. Using your User-ID and Password Log into MAGIC:

<https://portal.magic.ms.gov>

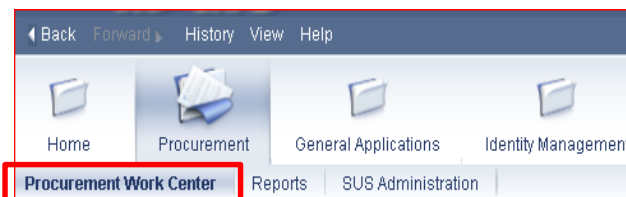


The image shows the login page for the MAGIC system. On the left is the MAGIC logo with the text "Mississippi Accountability System for Government Information and Collaboration". To the right of the logo is a login form with fields for "User \*" and "Password \*", and a "Log On" button. Above the form is a link for password problems. Below the logo, there is a brief description of MAGIC and a link to the website.

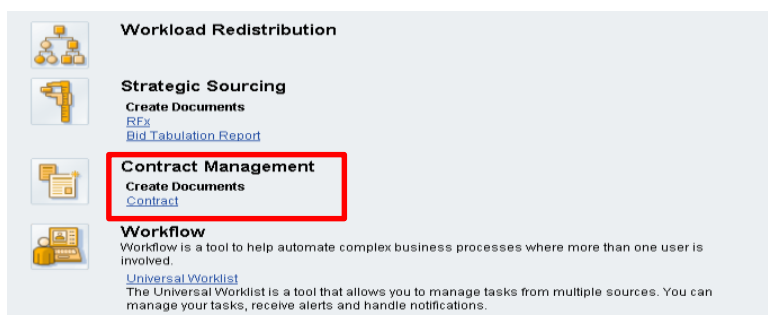
2. Select **Procurement** icon from the home page options.



3. Select **Procurement Work Center**



4. Select **Contract** under Contract Management



## Step One: Contract Type

Select contract type “CNTR” unless the contract is a Sole-Source. If a Sole-Source, select contract type SOLC, and then click “Create Contract

**Select Contract Type**

Start Close

Select the type of contract you want to create

| Contract Type | Contract Type Description   | Partner Grouping Schema |
|---------------|-----------------------------|-------------------------|
| BRLE          | BRICKS – Lease              |                         |
| <b>CNTR</b>   | <b>Purchasing (General)</b> |                         |
| EMLC          | Emergency Contract          |                         |
| SOLC          | Cntr/Oversight Appr         |                         |

## Step Two: Overview

### Supplier Information

Before starting to create the P1 Request, check to see if the supplier has been set up in MAGIC.

Use the search icon with the Supplier field and search for the supplier to be certain it is there. If the supplier is still not found, it is possible that the vendor is not registered yet within MAGIC.

The supplier should be contacted and asked to complete the online supplier registration process or the Buyer can register on behalf of the supplier.

[https://sus.magic.ms.gov/sap/bc/webdynpro/sapsrm/wda\\_e\\_suco\\_sreg?sap-client=100#](https://sus.magic.ms.gov/sap/bc/webdynpro/sapsrm/wda_e_suco_sreg?sap-client=100#)

**Create Cntr/Oversight Appr 8800001161**

Contract Number 8800001161 Smart Number 1130-14-C-SOLC-00052 Contract Type Cntr/Oversight Appr Status In Process

Close Release Save Edit Check Print Preview Export Import Path

Overview Header Items Notes and Attachments Conditions Authorization Approval Tracking

Contract Number: 8800001161 Contract Name: 1130-14-C-SOLC-00052

Contract Owner: 10453 Robert Fulcher

Valid From / To: 04/24/2014 - 04/23/2015

Target Value/ Currency: 0.00 USD

Release Value: 0.00 USD

Purchasing Organization: State of Mississippi - Purchasing

Purchasing Group: DFA OVSIGHT OPTFM

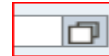
Basic Contract: ☐

Items

| Line Number | Item Category | Option Type | Item Number | Product ID | Product Category | Description | Target Quantity | Option Status | Unit | Price | Target Value | Currency | Price Per | Price Unit | Reference Item Number | Distribution | Block Local Sourcing |
|-------------|---------------|-------------|-------------|------------|------------------|-------------|-----------------|---------------|------|-------|--------------|----------|-----------|------------|-----------------------|--------------|----------------------|
|             | Normal        |             |             |            |                  |             | 0.000           |               |      | 0.00  | 0.00 USD     |          | 0         |            | 0000000000            |              |                      |



1. Search for a Supplier by clicking the search icon in the Supplier field



**Create Cntr/Oversight Appr 8800001161**

Contract Number 8800001161 Smart Number 1130-14-C-SOLC-00052 Contract Ty

[Close](#) [Release](#) [Save](#) [Edit](#) [Check](#) [Print Preview](#) [Export](#) [Import](#) [Park](#)

**Overview** Header Items Notes and Attachments Conditions A

**General Header Data**

Contract Number: 8800001161

Supplier: \*

Valid From / To: \* 04/24/2014 - 04/23/2015

Purchasing Organization: \* State of Mississippi - Purchasing

Purchasing Group: \* DFA OVSIGHT OPTFM [Show Members](#)

2. A Supplier search window will open; enter the vendor's name in Last Name, First Name, or both and click [Start Search](#)

**Supplier: All Values**

[Hide Filter Criteria](#)

Business partner:

Search term 1:

Search term 2:

Name 1/last name:

Name 2/First name:

E-Mail Address:

DUNS:

Creditor:

Logical System:

Industry sector:

Pcard co.:

Purch. Organization:

Purch. Org. ID:

Country Key:

Region:

Postal Code:

City:

Street:

Building Code:

☒ Restrict Number of Value List Entries To

[Start Search](#) [Reset](#)

3. The search results will appear. Click the cell to highlight the supplier and click [OK](#).

| BusPartner | Name      | Name 2 | Country | Region | Postal Code | City    | Street     |
|------------|-----------|--------|---------|--------|-------------|---------|------------|
| 3100000016 | DREAM INC |        | US      | MS     | 39208       | JACKSON | 310 AIRPOR |

More Search Helps: Supplier

[OK](#) [Cancel](#)

4. The system will populate the supplier in the field on the Overview tab.

**Overview** Header Items Notes and Attachments Conditions

**General Header Data**


Contract Number: 8800001180

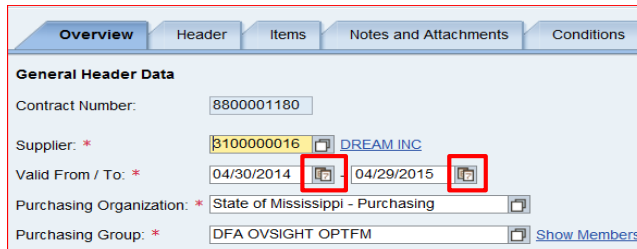
Supplier: \* 3100000016 [DREAM INC](#)

Valid From / To: \* 04/30/2014 - 04/29/2015

Purchasing Organization: \* State of Mississippi - Purchasing

Purchasing Group: \* DFA OVSIGHT OPTFM [Show Members](#)

5. Set the **Valid From / To** contract effective dates by clicking the calendar icon  to open and display the calendar to select the desired dates.



**General Header Data**

Contract Number: 8800001180

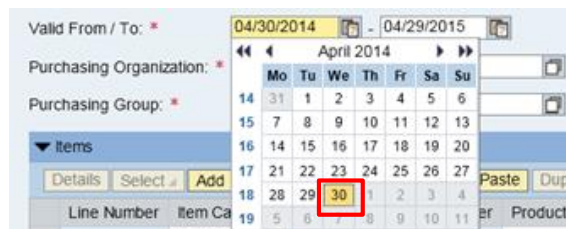
Supplier: \* 3100000016 DREAM INC

Valid From / To: \* 04/30/2014 04/29/2015

Purchasing Organization: \* State of Mississippi - Purchasing

Purchasing Group: \* DFA OVSIGHT OPTFM [Show Members](#)

6. In the window displayed, click the date to be populated.



Valid From / To: \* 04/30/2014 - 04/29/2015

Purchasing Organization: \*

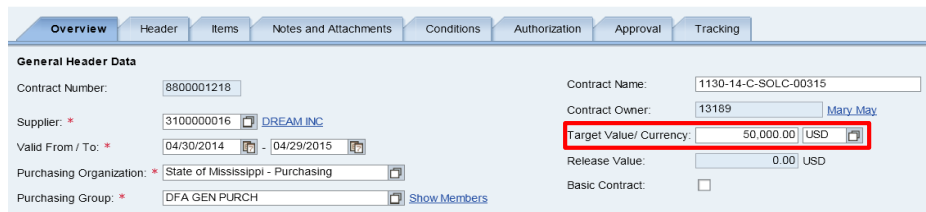
Purchasing Group: \*

Items

Details Select Add

Line Number Item Category

7. Enter the **Target Value** of request.



**General Header Data**

Contract Number: 8800001218

Contract Name: 1130-14-C-SOLC-00315

Supplier: \* 3100000016 DREAM INC

Contract Owner: 13189 Mary May

Valid From / To: \* 04/30/2014 - 04/29/2015

Target Value/ Currency: 50,000.00 USD

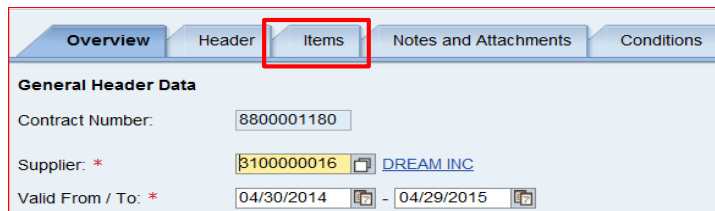
Purchasing Organization: \* State of Mississippi - Purchasing

Release Value: 0.00 USD

Purchasing Group: \* DFA GEN PURCH [Show Members](#)

Basic Contract: ☐

8. Click the **Items** Tab.



**General Header Data**

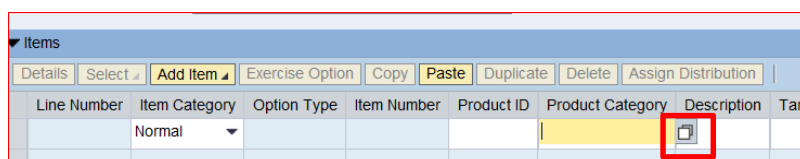
Contract Number: 8800001180

Supplier: \* 3100000016 DREAM INC

Valid From / To: \* 04/30/2014 - 04/29/2015

- Item Category – Should always equal “Normal”
- Product ID (optional) – Should be entered if there is a specific product (11 Digit NIGP code)

9. Search for the item **Product Category** by clicking the search icon 



Items

Details Select Add Item Exercise Option Copy Paste Duplicate Delete Assign Distribution

| Line Number | Item Category | Option Type | Item Number | Product ID | Product Category | Description | Target |
|-------------|---------------|-------------|-------------|------------|------------------|-------------|--------|
|             | Normal        |             |             |            |                  |             |        |

10. A window will open. Enter a **Description** with asterisks (e.g. \*automobile\* to define the search) and click **Start Search**

Search Product Category

Display As: Hierarchy

Note: Placeholder search with \* is possible. Search ignores upper/lowercase spelling.

Product Category ID:

Description: \*automobile\*

Logical System:

☒ Restrict Number of Value List Entries 500

Start Search Reset

OK Cancel

11. The search results will appear. Highlight the product to be added to the line item and click **OK**.

Search Product Category

Display As: Hierarchy

Note: Placeholder search with \* is possible. Search ignores upper/lowercase spelling.

Product Category ID:

Description: \*automobile\*

Logical System:

☒ Restrict Number of Value List Entries 500

Start Search Reset

Item Detail 0 Unsaved data will be lost

Expand All Collapse All

| Description                               | Category ID   | Logical System |
|---|---------------|----------------|
| Material Group Logical System for REA ... | R3MATCLASS... |                |
| Automotive Vehicles                       | 07000         |                |
| Automobiles                               | 07006         | REACLNT100     |
| AUTOMOBILES,SCH BUS                       | 07100         |                |
| AutoSchi-All Terran                       | 07102         | REACLNT100     |
| AutoSchi-Ambulances                       | 07103         | REACLNT100     |
| AutoSchi-Station Wag                      | 07104         | REACLNT100     |
| AutoSchi-Polic & Sec                      | 07105         | REACLNT100     |
| AutoSchi-Bus Chas                         | 07114         | REACLNT100     |
| AutoSchi-Buse Complit                     | 07115         | REACLNT100     |
| AutoSchi-Small Veh                        | 07116         | REACLNT100     |
| AutoSchi-Prisoner Tr                      | 07117         | REACLNT100     |
| AutoSchi-Electric Pe                      | 07120         | REACLNT100     |
| AutoSchi-Motorscootr                      | 07153         | REACLNT100     |
| AutoSchi-Motor Homes                      | 07155         | REACLNT100     |

OK Cancel

12. The system will add the selected product category to the line item.

Items

Details Select Add Item Exercise Option Copy Paste Duplicate Delete Assign D

| Line Number | Item Category | Option Type | Item Number | Product ID | Product Category |
|-------------|---------------|-------------|-------------|------------|------------------|
|             | Normal        |             |             |            | 07006            |

13. Enter a brief **Description** of the item(s) being requested for purchase and the quantity.

Paste Duplicate Delete Assign Distribution

| Line Number | Product ID | Description    | Product Category | Target Quantity | Option Status | Unit | Target Value | Price     | Cu  |
|-------------|------------|----------------|------------------|-----------------|---------------|------|--------------|-----------|-----|
|             |            | Fleet Vehicles | 07006            | 2               |               | EA   | 50,000.00    | 25,000.00 | USD |

14. If the quantity is known, enter the **Target Quantity** and the **Unit** of measure.

| <div> <div>Paste Duplicate Delete Assign Distribution</div> </div> |            |                |                  |                 |               |      |              |           |          |
|--|------------|----------------|------------------|-----------------|---------------|------|--------------|-----------|----------|
| Number   | Product ID | Description    | Product Category | Target Quantity | Option Status | Unit | Target Value | Price     | Currency |
|  |            | Fleet Vehicles | 07006            | 2               |               | EA   | 50,000.00    | 25,000.00 | USD      |

If the quantity is unknown, then ensure that the **Target Quantity** is set to zero.

15. Enter the **Price** of the items being purchased. This is a required field.

| <div> <div>Paste Duplicate Delete Assign Distribution</div> </div> |            |                |                  |                 |               |      |              |           |          |
|--|------------|----------------|------------------|-----------------|---------------|------|--------------|-----------|----------|
| Number   | Product ID | Description    | Product Category | Target Quantity | Option Status | Unit | Target Value | Price     | Currency |
|  |            | Fleet Vehicles | 07006            | 2               |               | EA   | 50,000.00    | 25,000.00 | USD      |

16. The **Target Value** of each line on the P1 needs to be completed. If the **Target Value** for a given line is not known, set the **Target Value** on the line to the **Target Value** under the **General Header Data** section of the **Overview** tab.

Overview Header Items Notes and Attachments Conditions Authorization Approval Tracking

General Header Data

Contract Number: 8800002740
Contract Name: 1130-15-C-SOLC-00016
Supplier: 3100024153 SHAMROCK MEATS INC
Contract Owner: 10215 Robert Fulcher
Valid From / To: 09/19/2014 - 09/18/2015
Target Value/ Currency: 50,000.00 USD
Purchasing Organization: State of Mississippi - Purchasing
Release Value: 0.00 USD
Purchasing Group: 1130 OVSIGHT OPTFM
Basic Contract:

Items

Details Select Add Item Exercise Option Copy Paste Duplicate Delete Assign Distribution

| Line Number | Item Category | Option Type | Item Number | Product ID | Description | Product Category | Target Quantity | Option Status | Unit | Target Value | Price |
|-------------|---------------|-------------|-------------|------------|-------------|------------------|-----------------|---------------|------|--------------|-------|
| 1           | Normal        | 1           |             |            | Bread       | 37515            | 0               |               | EA   | 50,000.00    | 1.50  |
| 2           | Normal        | 2           |             |            | Milk        | 24545            | 0               |               | EA   | 50,000.00    | 2.83  |
| 3           | Normal        | 3           |             |            | Butter      | 38010            | 0               |               | EA   | 50,000.00    | 4.00  |
| 4           | Normal        | 4           |             |            | Eggs        | 39021            | 0               |               | EA   | 50,000.00    | 0.99  |

## Step Three: Header – Additional Information

- (1) Click the **Header**, then **Additional Information Subtab** tab.

Create Cntr/Oversight Appr 8800001161

Contract Number 8800001161
Smart Number 1130-14-C-SOLC-00052
Contract Type

Close Release Save Edit Check Print Preview Export Import Park

Overview Header Items Notes and Attachments Conditions A

General Header Data

Contract Number: 8800001161
Supplier:
Valid From / To: 04/24/2014 - 04/23/2015
Purchasing Organization: State of Mississippi - Purchasing
Purchasing Group: DFA OVSIGHT OPTFM
Show Members

(2) Enter the following information on the Additional Information tab. Fields with \* are required fields.

- f) **Request Type:** Use the drop down and select the appropriate value.

- g) **Contract Category:** Use the drop down and select the value “OPTFM P1”.
- h) **Contract Performance Location:** Use the dropdown and select the applicable county where the item/service is to be utilized (If there is more than one, select “Multiple Locations” or “Statewide” or “Other”).
- i) **Material/Service Type:** Use the dropdown and select “Commodity (NON-IT)”
- j) **Reference Contract Number:** Use this field to record an internal agency reference number if needed, this field can be queried upon via advanced search in SRM

(3) Enter the following funding source information. These fields are required for Transparency reporting.

- b) **Stimulus Funded:** Select the appropriate value.
- c) **Federal Funds Indicator:** Select “Yes” if federal funds are used to procure the commodity. The system will default to “No.”

If “NO”, the contract does not require a Federal Fund % or Federal Amount (fields will be grayed out). Therefore, the State Fund% and Other Amount % must total to 100%. State and Other Amount fields must equal to the Contract Total Value.

|                          |   |
|--------------------------|---|
| Stimulus Funded:         | <input type="radio"/> Yes <input checked="" type="radio"/> No |
| Federal Funds Indicator: | <input type="radio"/> Yes <input checked="" type="radio"/> No |
| State Fund %:            | 90.00   |
| Federal Funds %:         | 0.00  |
| Other Amount %:          | 10.00   |
| Federal Amount:          | 0.00  |
| State Amount:            | 45,000.00   |
| Other Amount:            | 5,000.00  |
| Contract Total Value:    | 50,000.00   |

If Federal Funds Indicator is “YES.”

- d) A Federal Funds % or Federal Amount must be entered.
- e) Fed Grant Award Number, Fed Aid Number, and CFDA Number will also be required.
- f) Federal, State, and/or Other % or Amount must total 100% and amounts must equal Contract Total Value.

|                          |   |
|--------------------------|---|
| Fed Grant Award Number:  | 123456A   |
| Fed Aid Number:          | 123456A   |
| CFDA Number:             | 10.567 123  |
| Stimulus Funded:         | <input type="radio"/> Yes <input checked="" type="radio"/> No |
| Federal Funds Indicator: | <input checked="" type="radio"/> Yes <input type="radio"/> No |
| State Fund %:            | 90.00   |
| Federal Funds %:         | 5.00  |
| Other Amount %:          | 5.00  |
| Federal Amount:          | 2,500.00  |
| State Amount:            | 45,000.00   |
| Other Amount:            | 2,500.00  |
| Contract Total Value:    | 50,000.00   |

Must Equal 100%

Must add up to Contract Total Value

(4) Enter the option **Green Attributes** information.

- a) **Recycled Goods:** Use the dropdown and select the applicable value (Recycled, No, Partial). If “Partial” is selected, the Recycled Good Percentage must be entered.
- b) **Energy Efficient:** Select the appropriate value.

- c) **Green Technology or Products:** Select the appropriate value.
- d) **Manufactured in Mississippi:** Select the appropriate value.
- e) **Carbon Footprint:** Free-text field for you to enter the appropriate value.

**Green Attributes**

Recycled Goods:

Recycled Goods Percentage:

Energy Efficiency: ☐ Yes ☒ No

Green Technology or Products: ☐ Yes ☒ No

Manufactured in Mississippi: ☐ Yes ☒ No

Carbon Footprint:

## Step Four: Notes and Attachments

- (1) Click the main **Notes and Attachments** tab.

**Create Cntr/Oversight Appr 8800001161**

Contract Number 8800001161 Smart Number 1130-14-C-SOLC-00052 Contract Typ

Close Release Save Edit Check Print Preview Export Import Park

Overview Header Items **Notes and Attachments** Conditions A

**General Header Data**

Contract Number: 8800001161

Supplier: \*

Valid From / To: \* 04/24/2014 - 04/23/2015

Purchasing Organization: \* State of Mississippi - Purchasing

Purchasing Group: \* DFA OVSIGHT OPTFM Show Members

- (2) Click **Add** then **Short Contract Description**. The description is a required field and can be up to 60 characters in length. Enter a brief description of the contract.

- a. The description must begin with one of the following phrases:

- Bid Solicitation for....
- Sole source request for...
- Research request for...
- Exemption from state contract for...
- Open purchase for...
- Trade-In of Equipment with Purchase

Overview Header Items **Notes and Attachments** Conditions Authorization Approval Tracking

▼ Notes

Add Clear

Header Supplier Text Text Preview

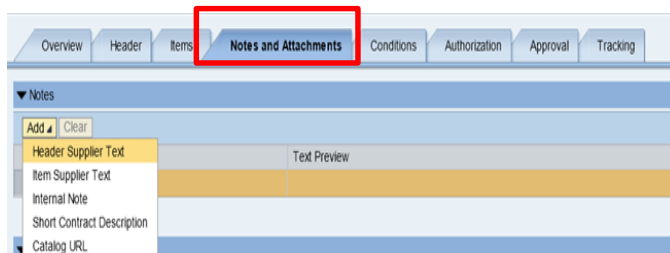
Item Supplier Text

Internal Note

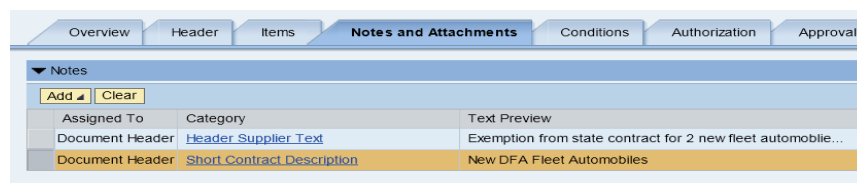
Short Contract Description

Catalog URL

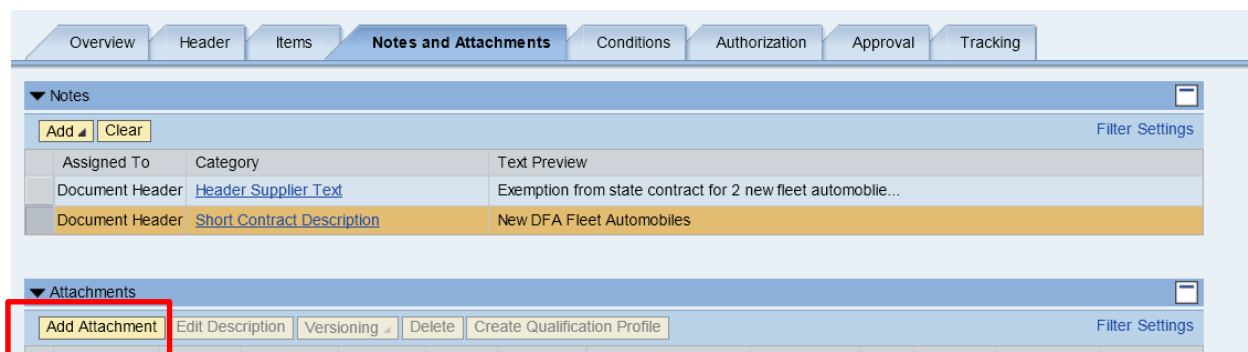
(3) Click **Add** then **Header Supplier Text**. Enter a detailed description of the items requested.



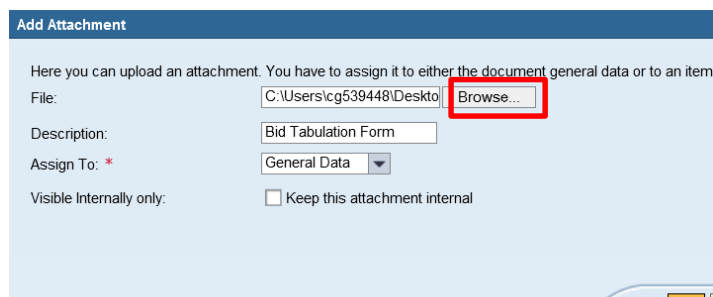
(4) Internal Note and Item Supplier Text are optional fields and all notes will be displayed as seen below.



(5) Select the **Add Attachment** button to upload all required documents needed for approval.



(6) A small window will display; select the **Browse...** button to select a document from your computer.





(7) Enter a description of the document to be added.

**Add Attachment**

Here you can upload an attachment. You have to assign it to either the document general data or

File: C:\Users\lcg539448\Desktop Browse...

**Description:** Bid Tabulation Form

Assign To: \* General Data

Visible Internally only: ☐ Keep this attachment internal

- (8) Documents must be marked internal or external and must be in compliance with MS Code 27-104-155. NOTE, if the box is **unchecked**, it will be visible to the public for Transparency requirement.
- Continue to select the **Add Attachment** button to upload all remaining documents such as the Contract, Bid Specs, Justification Letter and Bid Tabulation, advertisement, etc.

Visible Internally only: ☐ Keep this attachment internal

(9) Select the **OK** button to return the file to the Notes and Attachment display.

**Add Attachment**

Here you can upload an attachment. You have to assign it to either the document general data or to an item

File: C:\Users\lcg539448\Desktop Browse...

Description: Bid Tabulation Form

Assign To: \* General Data

Visible Internally only: ☐ Keep this attachment internal


OK Cancel

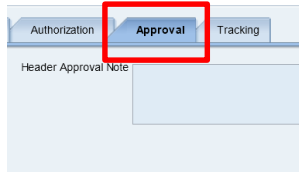
(10) The system will display the added document to the table below

| Overview        |  | Header              |  | Items                               |  | Notes and Attachments                   |  | Conditions                   |  | Authorization |  | Approval  |  | Tracking                 |  |
|-----------------|--|---------------------|--|-------------------------------------|--|---|--|------------------------------|--|---------------|--|-----------|--|--------------------------|--|
| ▼ Notes         |  |                     |  |                                     |  |   |  |                              |  |               |  |           |  |                          |  |
| Add ▾           |  | Clear               |  |                                     |  |   |  |                              |  |               |  |           |  |                          |  |
| Assigned To     |  | Category            |  |                                     |  |   |  | Text Preview                 |  |               |  |           |  |                          |  |
|                 |  |                     |  |                                     |  |   |  |                              |  |               |  |           |  |                          |  |
|                 |  |                     |  |                                     |  |   |  |                              |  |               |  |           |  |                          |  |
| ▼ Attachments   |  |                     |  |                                     |  |   |  |                              |  |               |  |           |  |                          |  |
| Add Attachment  |  | Edit Description    |  | Versioning ▾                        |  | Delete                                  |  | Create Qualification Profile |  |               |  |           |  |                          |  |
| Assigned To     |  | Category            |  | Description                         |  | File Name                               |  |                              |  | Version       |  | Processor |  | Visible                  |  |
| Document Header |  | Standard Attachment |  | <a href="#">Bid Tabulation Form</a> |  | IN077490_Transparency Website Issue.msg |  |                              |  | 1             |  |           |  | <input type="checkbox"/> |  |

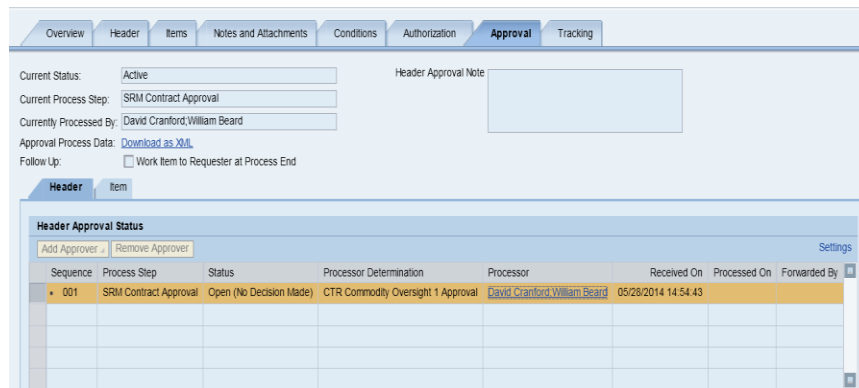
(11) Once all the information is entered click **OK**.

## Step Five: Release for Approval

- (1) Once all required information has been entered, select **Release**  to send the contract through approval.
- (2) Approvals can be displayed by selecting the **Approval** tab.



- (3) The Commodity Oversight Approvers are required to approve all P1 Requests.

A screenshot of the system interface showing the 'Approval' tab. The 'Header Approval Status' table is displayed, showing the current status of the approval process. The table has columns for Sequence, Process Step, Status, Processor Determination, Processor, Received On, Processed On, and Forwarded By. The first row shows a sequence of 001, process step of SRM Contract Approval, status of Open (No Decision Made), processor determination of CTR Commodity Oversight 1 Approval, and processor of David Cranford William Beard. The received on date is 05/28/2014 14:54:43.

| Sequence | Process Step          | Status                  | Processor Determination            | Processor                    | Received On         | Processed On | Forwarded By |
|----------|-----------------------|-------------------------|------------------------------------|------------------------------|---------------------|--------------|--------------|
| 001      | SRM Contract Approval | Open (No Decision Made) | CTR Commodity Oversight 1 Approval | David Cranford William Beard | 05/28/2014 14:54:43 |              |              |

## How to Modify a P1 Contract

A P1 may need to be modified for any number of reasons such as appropriate attachments were not attached.

- (1) To edit a released contract for modifications, search for the contract and select the **Edit** button to make the necessary changes.

The screenshot shows the 'Display Cntr/Oversight Appr 8800001180' form. At the top, there are buttons: Close, Release, Edit (highlighted with a red box), Copy, Check, Refresh, Send E-Mail, Print Preview, and Export. Below these are tabs: Overview, Header, Items, Notes and Attachments, Conditions, and Authorization. The 'Overview' tab is selected. Under 'General Header Data', fields include Contract Number (8800001180), Supplier (3100000016 DREAM INC), Valid From / To (04/30/2014 - 04/29/2015), Purchasing Organization (State of Mississippi - Purchasing), and Purchasing Group (DFA GEN PURCH). Below this is an 'Items' section with a table showing one item with Line Number 1, Item Category Normal, Option Type 1, Product ID groups, and Product Category auto.

- (2) The system will require the Buyer to enter a Header Reason code, Modification Type and Modification Description.
- (3) There are three different reasons to select when modifying a contract. The system will require a reason for the changes by displaying hard error messages:
  - a) Internal Modification: A modification that does not affect the terms and conditions of the contract (i.e. Adding an internal note)
  - b) External Modification: A change that affects the terms and conditions (i.e. change of price, adding an attachment, change of validity dates).
  - c) Oversight (Emergency/Catastrophic): **Not applicable: does not apply to P1 Requests**
- (4) Select Header tab and select a reason code (ex. Used "External Modification")

The screenshot shows the 'Change Cntr/Oversight Appr 8800001170' form. At the top, there are buttons: Close, Read Only, Release, Save, Check, Lock, Close Contract, Print Preview, and Export. Below these are tabs: Overview, Header (highlighted with a red box), Items, Notes and Attachments, Conditions, and Authorization. The 'Header' tab is selected. Under 'Basic Data', there are sub-tabs: Basic Data, Condition, Exchange Rate Thresholds, Distribution, Notes and Attachments, and Confidentiality. The 'Basic Data' sub-tab is selected. Under 'Identification', fields include Contract Number (8800001170), Contract Name (1130-14-C-SOLC-00301), Contract Type (Cntr/Oversight Appr), Basic Contract (Not Confidential), and Reason Code (highlighted with a red box, showing a dropdown menu with options: Internal Modification, External Modification, and Oversight (Emergency/Catastrophic)). Other fields include Distribute Contract to Catalog, Purchasing Organization (DFA OVSIGHT OPTFM), Purchasing Group (DFA OVSIGHT OPTFM), FM Posting Date (04/28/2014), Valid From / To (04/28/2014 - 04/27/2015), Alert Expiration (90 Day(s)), Contract price lock, and Selective Release Status (Standard Processing).

- (5) Select **External Modification** and the system will update the Smart Number to a new version.

**Change Cntr/Oversight Appr 8800001170**

Contract Number 8800001170 (Change Version) Smart Number 1130-14-C-SOLC-00301-V001

The Modification Type on the Additional Information tab is required - [Display Help](#)  
Modification Description on the Additional Information tab is required - [Display Help](#)

[Close](#) [Read Only](#) [Release](#) [Save](#) [Check](#) [Lock](#) [Close Contract](#) [Print Preview](#) [Export](#)

Overview **Header** Items Notes and Attachments Conditions Authorization

**Basic Data** Condition Exchange Rate Thresholds Distribution Notes and Attachments

**Basic Identification**

Contract Number: 8800001170  
Contract Name: 1130-14-C-SOLC-00301-V001  
Contract Type: Cntr/Oversight Appr  
Basic Contract: ☐  
Confidential: Not Confidential  
Reason Code: **External Modification**  
Distribute Contract to: ☐

**Organization**

Purchasing Organization: State of Mississippi - Purchasing  
Purchasing Group: DFA OVSIGHT OPTFM [Show Members](#)  
FM Posting Date: 04/28/2014

**Dates**

Valid From / To: 04/28/2014 - 04/27/2015  
Alert Expiration: 90 Day(s)  
Contract price lock: ☐  
Selective Release Status: Standard Processing

- (6) Depending on the reason code the Smart Number may or may not change. The diagram below shows the reason for modifying the contract as external, note the smart number now includes a version number of (v001). This number will increase every time the contract modification reason is “External”.

**Change Cntr/Oversight Appr 8800001170**

Contract Number 8800001170 (Change Version) **Smart Number 1130-14-C-SOLC-00301-V001**

The Modification Type on the Additional Information tab is required - [Display Help](#)  
Modification Description on the Additional Information tab is required - [Display Help](#)

[Close](#) [Read Only](#) [Release](#) [Save](#) [Check](#) [Lock](#) [Close Contract](#) [Print Preview](#) [Export](#)

Overview **Header** Items Notes and Attachments Conditions Authorization

**Basic Data** Condition Exchange Rate Thresholds Distribution Notes and Attachments

**Basic Identification**

Contract Number: 8800001170  
Contract Name: 1130-14-C-SOLC-00301-V001  
Contract Type: Cntr/Oversight Appr  
Basic Contract: ☐  
Confidential: Not Confidential  
Reason Code: **External Modification**  
Distribute Contract to Catalog: ☐

**Organization**

Purchasing Organization: State of Mississippi - Purchasing  
Purchasing Group: DFA OVSIGHT OPTFM [Show Members](#)  
FM Posting Date: 04/28/2014

**Dates**

Valid From / To: 04/28/2014 - 04/27/2015  
Alert Expiration: 90 Day(s)  
Contract price lock: ☐  
Selective Release Status: Standard Processing

(7) If **Internal Modification** is selected, the Smart Number does not update.

**Change Cntr/Oversight Appr 8800001170**

Contract Number 8800001170 (Change Version) Smart Number 1130-14-C-SOLC-00301

The Modification Type on the Additional Information tab is required - [Display Help](#)  
Modification Description on the Additional Information tab is required - [Display Help](#)

[Close](#) [Read Only](#) [Release](#) [Save](#) [Check](#) [Lock](#) [Close Contract](#) [Print Preview](#) [Export](#)

Overview **Header** Items Notes and Attachments Conditions Authorization

Basic Data Condition Exchange Rate Thresholds Distribution Notes and Attachments

**Basic**

**Identification**

Contract Number: 8800001170  
Contract Name: 1130-14-C-SOLC-00301  
Contract Type: Cntr/Oversight Appr  
Basic Contract: ☐  
Confidential: ☐  
Reason Code: **Internal Modification**  
Distribute Contract to Catalog: No

**Organization**

Purchasing Organization: State of Mississippi - Purchasing  
Purchasing Group: DFA OVSIGHT OPTFM [Show Members](#)  
FM Posting Date: 04/28/2014

**Dates**

Valid From / To: 04/28/2014 - 04/27/2015  
Alert Expiration: 90 Day(s)  
Contract price lock: ☐  
Selective Release Status: Standard Processing

(8) Make the necessary modification such as attach documents etc.

(9) Select the sub tab **Additional Information** tab from the Header tab to provide additional reason. On the **Modification Type** field, a dropdown will display for a reason to be selected. In **Modification Description** field, enter a reason.

Overview **Header** Items Notes and Attachments Conditions Authorization **Approval** Tracking

Basic Data Condition Exchange Rate Thresholds Distribution Notes and Attachments Output **Additional Information** Payment Acc

**Additional Information**

**General Contract Attributes**

Reference Contract Number:   
Request Type: Approval Request  
Contract Category: OPTFM-P1  
Modification Type: CORRECTION  
Modification Description: Enter a free text for reason

**Agency / Board Approval**

Agency Board Approval:

Service Type: EQUIPMENT INSPECTORS  
P-Card: ☐ Yes ☒ No  
Contract Performance Location: MULTIPLE LOCATION  
Vendor Congressional District:   
Oversight Approval: ☐ No ☒ Yes  
Document Builder Doc Type: ZCNT\_OPT\_N  
Total Renewals:

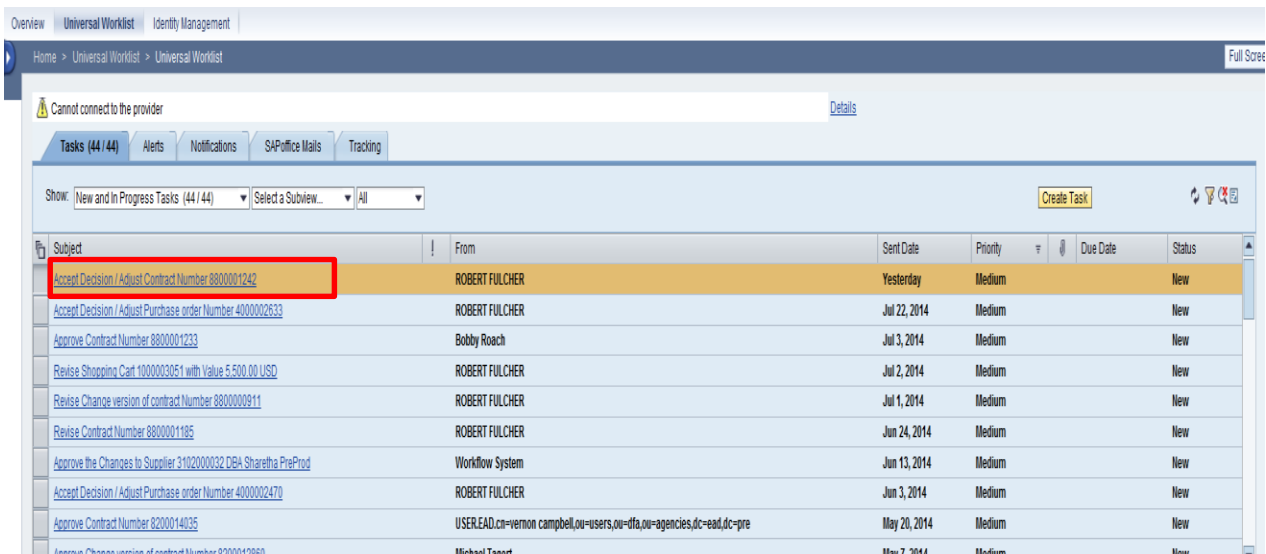
(10) Select the **Check** button to make sure there are no errors displayed. If there are none, select the **Release** button trigger approval through workflow the same approval chain.

## How to Modify a Rejected P1

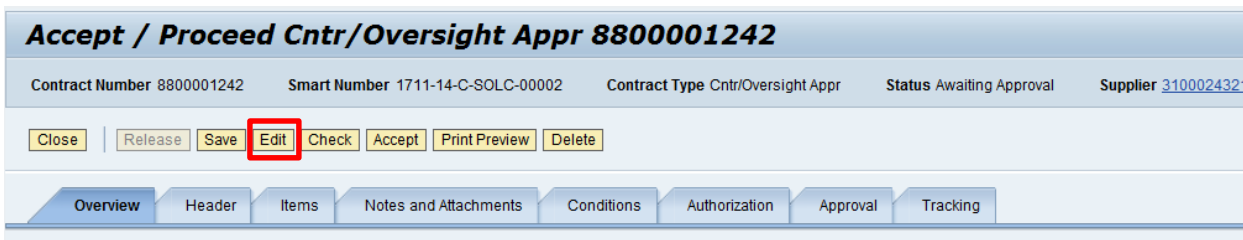
1. Navigate to the Universal Worklist.



2. Click on the applicable contract link to open the document.



3. Click the **Edit** button.



4. An Additional Information message will appear; Click **OK**.

**Accept / Proceed Cntr/Oversight Appr 8800001242**

Contract Number 8800001242 Smart Number 1711-14-C-SOLC-00002 Contract Type Cntr/Oversight Appr Status Awaiting Approval Supplier 3100024321 COMPUTER PROJECTS OF IL INC Contract Owner 10463 Robert Fulcher

Close Release Save Edit Check Accept Print Preview Delete

Overview Header Items Notes and Attachments Conditions Authorization Approval Tracking

**General Header Data**

Contract Number: 8800001242 Contract Name: 1711-14-C-SOLC-00002  
 Supplier: 3100024321 COMPUTER PROJECTS OF IL INC Contract Owner: 10463 Robert Fulcher  
 Valid From / To: 04/15/2014 - 12/31/2017 Target Value/ Currency: 59,863.20 USD  
 Purchasing Organization: State of Mississippi - Purchasing Release Value: 0.00 USD  
 Purchasing Group: PSP Gen Purch Show Members Basic Contract: ☐

**Additional Information**

The document is in approval  
 Any document changes may lead to an adaptation of the workflow process

OK Cancel

| Line Number | Item Category | Option Type | Item Number | Product ID | Product Category   | Description | Target Quantity | Price Per | Price Unit | Reference Item Number | Distribution                        | Block Local Sp |
|-------------|---------------|-------------|-------------|------------|--------------------|-------------|-----------------|-----------|------------|-----------------------|-------------------------------------|----------------|
| 1           | Normal        |             | 1           | 99100      | Serv MischNo1Admin | 0           |                 |           |            |                       | <input checked="" type="checkbox"/> |                |

- Make the necessary changes to the contract and click **Proceed**.
  - Once Proceed is selected, the P1 will be released for approval.

**Accept / Proceed Cntr/Oversight Appr 8800001242**

Contract Number 8800001242 Smart Number 1711-14-C-SOLC-00002 Contract Type Cntr/Oversight Appr Status Awaiting Approval Supplier 3100024321 COMPUTER PROJECTS OF IL INC Contract Owner 10463 Robert Fulcher

Close Release Save Check **Proceed** Send E-Mail Print Preview Export Import Delete Park

Overview Header Items Notes and Attachments Conditions Authorization Approval Tracking

**General Header Data**

Contract Number: 8800001242 Contract Name: 1711-14-C-SOLC-00002  
 Supplier: 3100024321 COMPUTER PROJECTS OF IL INC Contract Owner: 10463 Robert Fulcher  
 Valid From / To: 04/15/2014 - 12/31/2017 Target Value/ Currency: 59,863.20 USD  
 Purchasing Organization: State of Mississippi - Purchasing Release Value: 0.00 USD  
 Purchasing Group: PSP Gen Purch Show Members Basic Contract: ☐

**Items**

| Line Number | Item Category | Option Type | Item Number | Product ID | Product Category   | Description | Target Quantity | Option Status | Unit | Price | Target Value | Currency | Price Per | Price Unit | Reference Item Number | Distribution                        | Block Local Sp |
|-------------|---------------|-------------|-------------|------------|--------------------|-------------|-----------------|---------------|------|-------|--------------|----------|-----------|------------|-----------------------|-------------------------------------|----------------|
| 1           | Normal        |             | 1           | 99102      | Serv MischNo1Admin | 0           |                 |               | AU   | 0.00  | 59,863.20    | USD      | 1         | AU         | 0                     | <input checked="" type="checkbox"/> |                |
|             | Normal        |             |             |            |                    | 0.000       |                 |               |      | 0.00  | 0.00         | USD      | 0         |            | 0000000000            |                                     |                |

## How to Create an Open Purchase Order P1 Request (State Agencies ONLY)

## How to Create an Exemption P1 Request from procuring State Contract Items (State Agencies ONLY)

Start the transaction using the menu path or transaction code.

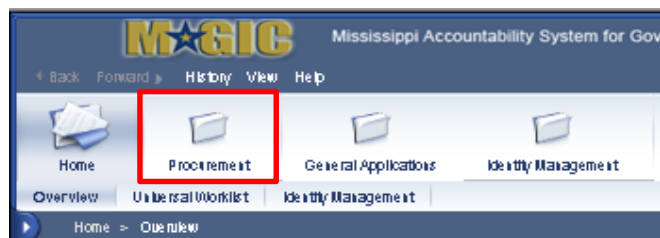
1. Using your User-ID and Password Log into MAGIC:  
<https://portal.magic.ms.gov>

The image shows the login page for the MAGIC (Mississippi Accountability System for Government Information and Collaboration) portal. The page features the MAGIC logo on the left, which includes a map of Mississippi and the text "MAGIC Mississippi Accountability System for Government Information and Collaboration". On the right, there is a login form with fields for "User \*" and "Password \*", and a "Log On" button. Above the form, there is a link for users having password problems. Below the form, there is a brief description of MAGIC and a link to the portal website.

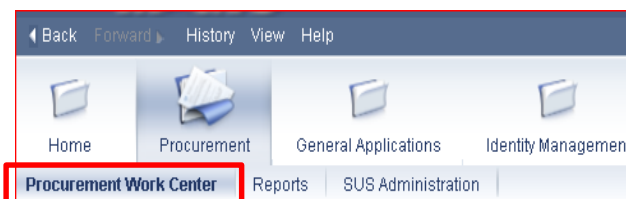
MAGIC is the Mississippi Accountability System for Government Information and Collaboration initiative.

If you need access or additional information, please go to the <http://ms.gov/magic> website.

2. Select **Procurement** icon from the home page options.



3. Select **Procurement Work Center**






## Select Purchase Order Type

**Select Purchase Order Type**

Select the type of purchase order that you want to create.

| Purchase Order Type | Purchase Order Type Description | Partner Grouping Schema |
|---------------------|---------------------------------|-------------------------|
| EMER                | Emergency PO                    |                         |
| PO                  | General PO                      |                         |
| SOLE                | PO/Oversight Appr               |                         |

4. Click  to select Sole Source PO.

5. Click .

## Create Purchase Order

**Create Purchase Order**

Purchase Order Number 4600000041    Purchase Order Type Sole Source PO    Status In Process    Document Date 01/21/2014    Total Value (Gross) 0.00 USD    Smart Number

Overview    Header    Items    Notes and Attachments    Approval    Tracking    Supplier Ordering Address

**General Header Data**

Smart Number: 58052213 01/21/2014 18:52  
☐ Smart Number is External  
 Purchase Order Number: 4600000041  
 Supplier:   
 Requester:   
 Recipient:   
 Location: 18 [MS DEPT FINANCE & ADMINISTRATION](#)  
 Purchasing Organization: State of Mississippi - Purchasing  
 Purchasing Group: DFA GEN PURCH [Show Members](#)  
 Total Value (Net): 0.00 USD

Note to Supplier:   
 Internal Note:

**Item Overview**

| Line Number | Deleted | Item Type | Item Number | Product ID | Description | Product Category | Quantity | Unit | Gross Price | Currency | Per | Net Price | Net Value | Order Type | Condition | Delivery Date | Account Assignment Type | Option Type |
|-------------|---------|-----------|-------------|------------|-------------|------------------|----------|------|-------------|----------|-----|-----------|-----------|------------|-----------|---------------|-------------------------|-------------|
| *           |         | Material  | 0           |            |             |                  | 0.000    |      | 0.00        | USD      | 0   | 0.00      |           |            |           |               |                         |             |
| *           |         | Material  | 0           |            |             |                  | 0.000    |      | 0.00        | USD      | 0   | 0.00      |           |            |           |               |                         |             |
| *           |         | Material  | 0           |            |             |                  | 0.000    |      | 0.00        | USD      | 0   | 0.00      |           |            |           |               |                         |             |
| *           |         | Material  | 0           |            |             |                  | 0.000    |      | 0.00        | USD      | 0   | 0.00      |           |            |           |               |                         |             |
| *           |         | Material  | 0           |            |             |                  | 0.000    |      | 0.00        | USD      | 0   | 0.00      |           |            |           |               |                         |             |
| *           |         | Material  | 0           |            |             |                  | 0.000    |      | 0.00        | USD      | 0   | 0.00      |           |            |           |               |                         |             |

6. As required, complete/review the following fields:

## Create Purchase Order

**Create Purchase Order**

Purchase Order Number: 4600000041    Purchase Order Type: Sole Source PO    Status: In Process    Document Date: 01/21/2014    Total Value (Gross): 0.00 USD    Smart Number

Order   Save   Edit   Close   Print Preview   Check   Export   Import   Park   System Information   Create Memory Snapshot

Overview   Header   Items   Notes and Attachments   Approval   Tracking   Supplier Ordering Address

**General Header Data**

Smart Number: 58052213 01/21/2014 16:52  
☐ Smart Number is External

Purchase Order Number: 4600000041

Supplier:

Requester: 45504

Recipient: 45504

Location: 16 MS DEPT FINANCE & ADMINISTRATION

Purchasing Organization: State of Mississippi - Purchasing

Purchasing Group: DFA GEN PURCH Show Members

Total Value (Net): 0.00 USD

Note to Supplier:

Internal Note:

**Item Overview**

Details   Add Item   Copy   Paste   Duplicate   Delete   Undelete   Propose Sources of Supply   Add Condition   Remove Condition   Order as Direct Material   Process All Items   Exercise Option

| Line Number | Deleted | Item Type | Item Number | Product ID | Description | Product Category | Quantity | Unit | Gross Price | Currency | Per | Net Price | Net Value | Order Type | Condition | Delivery Date | Account Assignment Type | Option Type |
|-------------|---------|-----------|-------------|------------|-------------|------------------|----------|------|-------------|----------|-----|-----------|-----------|------------|-----------|---------------|-------------------------|-------------|
| *           |         | Material  | 0           |            |             |                  | 0.000    |      | 0.00        | USD      | 0   | 0.00      |           |            |           |               |                         |             |
| *           |         | Material  | 0           |            |             |                  | 0.000    |      | 0.00        | USD      | 0   | 0.00      |           |            |           |               |                         |             |
| *           |         | Material  | 0           |            |             |                  | 0.000    |      | 0.00        | USD      | 0   | 0.00      |           |            |           |               |                         |             |
| *           |         | Material  | 0           |            |             |                  | 0.000    |      | 0.00        | USD      | 0   | 0.00      |           |            |           |               |                         |             |
| *           |         | Material  | 0           |            |             |                  | 0.000    |      | 0.00        | USD      | 0   | 0.00      |           |            |           |               |                         |             |
| *           |         | Material  | 0           |            |             |                  | 0.000    |      | 0.00        | USD      | 0   | 0.00      |           |            |           |               |                         |             |

7. Click **Add Item**.

## Create Purchase Order

**Create Purchase Order**

Purchase Order Number: 4600000041    Purchase Order Type: Sole Source PO    Status: In Process    Document Date: 01/21/2014    Total Value (Gross): 0.00 USD    Smart Number

Order   Save   Edit   Close   Print Preview   Check   Export   Import   Park   System Information   Create Memory Snapshot

Overview   Header   Items   Notes and Attachments   Approval   Tracking   Supplier Ordering Address

**General Header Data**

Smart Number: 58052213 01/21/2014 16:52  
☐ Smart Number is External

Purchase Order Number: 4600000041

Supplier:

Requester: 45504

Recipient:

Location: 16 MS DEPT FINANCE & ADMINISTRATION

Purchasing Organization: State of Mississippi - Purchasing

Purchasing Group: DFA GEN PURCH Show Members

Total Value: 0.00 USD

Note to Supplier:

Internal Note:

**Item Overview**

Details   Add Item   Copy   Paste   Duplicate   Delete   Undelete   Propose Sources of Supply   Add Condition   Remove Condition   Order as Direct Material   Process All Items   Exercise Option

| Line Number | Deleted | Item Type | Item Number | Product ID | Description | Product Category | Quantity | Unit | Gross Price | Currency | Per | Net Price | Net Value | Order Type | Condition | Delivery Date | Account Assignment Type | Option Type |
|-------------|---------|-----------|-------------|------------|-------------|------------------|----------|------|-------------|----------|-----|-----------|-----------|------------|-----------|---------------|-------------------------|-------------|
| *           |         | Material  | 0           |            |             |                  | 0.000    |      | 0.00        | USD      | 0   | 0.00      |           |            |           |               |                         |             |
| *           |         | Material  | 0           |            |             |                  | 0.000    |      | 0.00        | USD      | 0   | 0.00      |           |            |           |               |                         |             |
| *           |         | Material  | 0           |            |             |                  | 0.000    |      | 0.00        | USD      | 0   | 0.00      |           |            |           |               |                         |             |
| *           |         | Material  | 0           |            |             |                  | 0.000    |      | 0.00        | USD      | 0   | 0.00      |           |            |           |               |                         |             |
| *           |         | Material  | 0           |            |             |                  | 0.000    |      | 0.00        | USD      | 0   | 0.00      |           |            |           |               |                         |             |
| *           |         | Material  | 0           |            |             |                  | 0.000    |      | 0.00        | USD      | 0   | 0.00      |           |            |           |               |                         |             |

8. Click **Add Limit Item**.



The limit item can also be used for Blanket POs to set aside a specified amount of funds for a period of time.

## Add Limit Item

**Add Limit Item**

▼ Basic

Item Number: 1

Configurable Item Number:

Description:

Product Category:

Required: Between 01/21/2014 -

Value Limit: 0.00 USD ☐ Unlimited

Expected value: 0.00 USD

Tax Code:

Add to Item Overview Cancel

9. As required, complete/review the following fields:

#### Add Limit Item

**Add Limit Item**

▼ Basic

Item Number: 1

Configurable Item Number:

Description: Auto Repair Parts

Product Category:


Required: Between 01/21/2014 -

Value Limit: 0.00 USD ☐ Unlimited

Expected value: 0.00 USD

Tax Code:

Add to Item Overview Cancel

10. Click  to search for the Product Category.

## Search Product Category

Search Product Category

Display As:

Hierarchy

Note: Placeholder search with \* is possible. Search ignores upper/lowercase spelling.

Product Category ID:

Description:

Logical System:

☒ Restrict Number of Value List Entries

500

Start Search

Reset

OK

Cancel

11. As required, complete/review the following fields:

Search Product Category

Display As:

Hierarchy

Note: Placeholder search with \* is possible. Search ignores upper/lowercase spelling.

Product Category ID:

Description:

\*auto\*

Logical System:

☒ Restrict Number of Value List Entries

500

Start Search

Reset

Item Detail 0 Unsaved data will be lost

Expand All Collapse All

| Description                             | Category ID        | Logical System |
|---|--------------------|----------------|
| ▼ Material Group Logical System for ... | R3MATCLASSREACL... |                |
| ▶ Air Equip,Parts,Supp                  | 03500              |                |
| ▼ Auto-acc buses/truck                  | 05500              |                |
| ▪ Auto-airbags/Auto                     | 05502              | TEACLNT100     |
| ▪ Auto-air condn parts                  | 05504              | TEACLNT100     |
| ▪ Auto-security dev                     | 05505              | TEACLNT100     |
| ▪ Auto-Auto top carr                    | 05506              | TEACLNT100     |
| ▪ Auto-belts/child rst                  | 05508              | TEACLNT100     |
| ▪ Auto-Brake Adj                        | 05510              | TEACLNT100     |
| ▪ Auto-bug screen                       | 05511              | TEACLNT100     |
| ▪ Auto-camera                           | 05512              | TEACLNT100     |
| ▪ Auto-car seats                        | 05513              | TEACLNT100     |
| ▪ Auto- chains& trac                    | 05515              | TEACLNT100     |
| ▪ Auto-consoles/police                  | 05516              | TEACLNT100     |
| ▪ Auto - cnsl access                    | 05517              | TEACLNT100     |

OK

Cancel

13. Click ☐ Auto-air condn parts

### Search Product Category

Search Product Category

Display As:

Hierarchy

Note: Placeholder search with \* is possible. Search ignores upper/lowercase spelling.

Product Category ID:

Description:

\*auto\*

Logical System:

☒ Restrict Number of Value List Entries

500

Start Search

Reset

Item Detail 0 Unsaved data will be lost

Expand All Collapse All

| Description                             | Category ID        | Logical System |
|---|--------------------|----------------|
| ▼ Material Group Logical System for ... | R3MATCLASSREACL... |                |
| ▶ Air Equip,Parts,Supp                  | 03500              |                |
| ▼ Auto-acc buses/truck                  | 05500              |                |
| ▪ Auto-airbags/Auto                     | 05502              | TEACLNT100     |
| ▪ Auto-air condn parts                  | 05504              | TEACLNT100     |
| ▪ Auto-security dev                     | 05505              | TEACLNT100     |
| ▪ Auto-Auto top carr                    | 05506              | TEACLNT100     |
| ▪ Auto-belts/child rst                  | 05508              | TEACLNT100     |
| ▪ Auto-Brake Adj                        | 05510              | TEACLNT100     |
| ▪ Auto-bug screen                       | 05511              | TEACLNT100     |
| ▪ Auto-camera                           | 05512              | TEACLNT100     |
| ▪ Auto-car seats                        | 05513              | TEACLNT100     |
| ▪ Auto- chains& trac                    | 05515              | TEACLNT100     |
| ▪ Auto-consoles/police                  | 05516              | TEACLNT100     |
| ▪ Auto - cnsl access                    | 05517              | TEACLNT100     |

OK

Cancel

14. Click

### Add Limit Item

**Add Limit Item**

▼ Basic

Item Number: 1

Configurable Item Number:

Description: Auto Repair Parts

Product Category: 05504 Auto-air condn parts

Required: Between 01/21/2014 -

Value Limit: 0.00 USD ☐ Unlimited

Expected value: 0.00 USD

Tax Code:

Add to Item Overview Cancel

15. Click Required: ▼.

#### Add Limit Item

**Add Limit Item**

▼ Basic

Item Number: 1

Configurable Item Number:

Description: Auto Repair Parts

Product Category: 05504 Auto-air condn parts

Required: Between 01/21/2014 -

Value Limit: Between 0.00 USD ☐ Unlimited

Expected value: On 0.00 USD

Tax Code:

Add to Item Overview Cancel

16. Click On.

## Add Limit Item

**Add Limit Item**

▼ Basic

Item Number: 1

Configurable Item Number:

Description: Auto Repair Parts

Product Category: 05504 Auto-air condn parts

Required: On 01/21/2014

Value Limit: 0.00 USD ☐ Unlimited

Expected value: 0.00 USD

Tax Code:

Add to Item Overview Cancel

17. Click to view the calendar.

## Add Limit Item

**Add Limit Item**

▼ Basic

Item Number: 1

Configurable Item Number:

Description: Auto Repair Part

Product Category: 05504

Required: On 01/21/2014

Value Limit: 0.00 USD ☐ Unlimited

Expected value: 0.00 USD

Tax Code:

Add to Item Overview Cancel

| January 2014 |    |    |    |    |    |    |
|--------------|----|----|----|----|----|----|
| Mo           | Tu | We | Th | Fr | Sa | Su |
| 1            | 30 | 31 | 1  | 2  | 3  | 4  |
| 2            | 6  | 7  | 8  | 9  | 10 | 11 |
| 3            | 13 | 14 | 15 | 16 | 17 | 18 |
| 4            | 20 | 21 | 22 | 23 | 24 | 25 |
| 5            | 27 | 28 | 29 | 30 | 31 | 1  |
| 6            | 3  | 4  | 5  | 6  | 7  | 8  |

18. Click <sup>31</sup>.

## Add Limit Item

**Add Limit Item**

▼ Basic

Item Number: 1

Configurable Item Number:

Description: Auto Repair Parts

Product Category: 05504 Auto-air condn parts

Required: On 01/31/2014

Value Limit: 0.00 USD ☐ Unlimited

Expected value: 0.00 USD

Tax Code:

Add to Item Overview Cancel

19. As required, complete/review the following fields:

Field

R/O/C

Value Limit:

Required

## Add Limit Item

**Add Limit Item**

▼ Basic

Item Number: 1

Configurable Item Number:

Description: Auto Repair Parts

Product Category: 05504 Auto-air condn parts

Required: On 01/31/2014

Value Limit: 750.00 USD ☐ Unlimited

Expected value: 0.00 USD

Tax Code:

Add to Item Overview Cancel


20. Click **Add to Item Overview**.





## Create Purchase Order


Smart Number: 58052213 01/21/2014 18:52  
☐ Smart Number is External


Purchase Order Number: 4600000041


Supplier:  


Requester: 45584  Sherry Benson

Recipient: 45584  Sherry Benson

Location: 18  MS DEPT FINANCE & ADMINISTRATION

Purchasing Organization: State of Mississippi - Purchasing 

Purchasing Group: DFA GEN PURCH  [Show Members](#)

Total Value (Net): 750.00 USD 

Internal Note:

---

**Item Overview**


Details Add Item Copy Paste Duplicate Delete Unlink [Propose Sources of Supply](#) [Add Condition](#) [Remove Condition](#) [Order as Direct Material](#) [Process All Items](#) [Exercise Option](#)

| Line Number | Deleted | Item Type | Item Number | Product ID | Description       | Product Category | Quantity      | Unit   | Gross Price | Currency | Per            | Net Price | Net Value | Order Type | Condition | Delivery Date | Account Assignment |
|-------------|---------|-----------|-------------|------------|-------------------|------------------|---------------|--------|-------------|----------|----------------|-----------|-----------|------------|-----------|---------------|--------------------|
| 1           |         | Unit      | 1           |            | Auto Repair Parts | 05504            | Overall Limit | 750.00 | 0.00        | USD      | Expected Value | 750.00    | 0.00      |            |           | 01/21/2014    | Cost Center        |
| *           |         | Material  | 0           |            |                   |                  | 0.000         |        | 0.00        | USD      |                | 0         | 0.00      |            |           |               |                    |
| *           |         | Material  | 0           |            |                   |                  | 0.000         |        | 0.00        | USD      |                | 0         | 0.00      |            |           |               |                    |
| *           |         | Material  | 0           |            |                   |                  | 0.000         |        | 0.00        | USD      |                | 0         | 0.00      |            |           |               |                    |
| *           |         | Material  | 0           |            |                   |                  | 0.000         |        | 0.00        | USD      |                | 0         | 0.00      |            |           |               |                    |
| *           |         | Material  | 0           |            |                   |                  | 0.000         |        | 0.00        | USD      |                | 0         | 0.00      |            |           |               |                    |
| *           |         | Material  | 0           |            |                   |                  | 0.000         |        | 0.00        | USD      |                | 0         | 0.00      |            |           |               |                    |
| *           |         | Material  | 0           |            |                   |                  | 0.000         |        | 0.00        | USD      |                | 0         | 0.00      |            |           |               |                    |
| *           |         | Material  | 0           |            |                   |                  | 0.000         |        | 0.00        | USD      |                | 0         | 0.00      |            |           |               |                    |
| *           |         | Material  | 0           |            |                   |                  | 0.000         |        | 0.00        | USD      |                | 0         | 0.00      |            |           |               |                    |
| *           |         | Material  | 0           |            |                   |                  | 0.000         |        | 0.00        | USD      |                | 0         | 0.00      |            |           |               |                    |

Total Value (Net)

Total Value (Gross)

Order Save Close Print Preview Check Export Import Park System Information Create Memory Snapshot

21. Click  to search for a supplier.

## Supplier: All Values

**Supplier: All Values**

Hide Filter Criteria Settings

Business partner:

Search term 1:

Search term 2:

Name 1/last name:

Name 2/First name:

E-Mail Address:

DUNS:

Creditor:

Logical System:

Industry sector:

PCard co.:

Purch. Organization:

Purch. Org. ID:

Country Key:

Region:

Postal Code:

City:

Street:

Building Code:

☒ Restrict Number of Value List Entries To

More Search Helps:

22. As required, complete/review the following fields:



Field


R/O/C









































Name 1/last name:

Required



## Supplier: All Values


**Supplier: All Values**  



 Hide Filter Criteria Settings

|                      |   |  |   |
|----------------------|---|--|---|
| Business partner:    |    | <input type="text"/>   |    |
| Search term 1:       |    | <input type="text"/>   |    |
| Search term 2:       |    | <input type="text"/>   |    |
| Name 1/last name:    |    | <input type="text" value="*auto*"/>  |    |
| Name 2/First name:   |    | <input type="text"/>   |    |
| E-Mail Address:      |    | <input type="text"/>   |    |
| DUNS:                |    | <input type="text"/>   |    |
| Creditor:            |    | <input type="text"/>   |    |
| Logical System:      |    | <input type="text"/>  |    |
| Industry sector:     |    | <input type="text"/>  |    |
| PCard co.:           |    | <input type="text"/>   |    |
| Purch. Organization: |    | <input type="text" value="STATE OF MISSISSIPPI - PURCHASING"/>   |    |
| Purch. Org. ID:      |    | <input type="text" value="O 10000000"/>  |    |
| Country Key:         |    | <input type="text"/>   |    |
| Region:              |    | <input type="text"/>   |    |
| Postal Code:         |    | <input type="text"/>   |    |
| City:                |    | <input type="text"/>   |    |
| Street:              |   | <input type="text"/>   |   |
| Building Code:       |  | <input type="text"/>   |  |

☒ Restrict Number of Value List Entries To

More Search Helps:  

23. Click .

## Supplier: All Values

Supplier: All Values

Name 1/last name:

Name 2/first name:

E-Mail Address:

DUNS:

Creditor:

Logical System:

Industry sector:

PCard co.:

Purch. Organization:

Purch. Org. ID:

Country Key:

Region:

Postal Code:

City:


Street:

Building Code:

☒ Restrict Number of Value List Entries To 500

| BusPartner | Name                           | Name 2 | Country | Region | Postal Code | City        | Street                    | Building | Purch. Organization               |
|------------|--------------------------------|--------|---------|--------|-------------|-------------|---------------------------|----------|-----------------------------------|
| 3100000049 | ROOS CLINTON AUTO SUPPLY INC   |        | US      | MS     | 39056       | CLINTON     | 230 CLINTON BLVD          |          | STATE OF MISSISSIPPI - PURCHASING |
| 3102000143 | O'REILLY AUTOMOTIVE STORES INC |        | US      | MO     | 65801-9464  | SPRINGFIELD | 233 S PATTERSON           |          | STATE OF MISSISSIPPI - PURCHASING |
| 3102000144 | O'REILLY AUTOMOTIVE INC        |        | US      | MO     | 63179-0098  | ST LOUIS    |                           |          | STATE OF MISSISSIPPI - PURCHASING |
| 3102000145 | O'REILLY AUTOMOTIVE INC        |        | US      | MS     | 39208       | PEARL       | 2730 HIGHWAY 80 EAST      |          | STATE OF MISSISSIPPI - PURCHASING |
| 3102000146 | O'REILLY AUTOMOTIVE INC        |        | US      | MS     | 39648       | MCCOMB      | 1402 DELAWARE AVE         |          | STATE OF MISSISSIPPI - PURCHASING |
| 3102000180 | AUTOZONE MISSISSIPPI INC       |        | US      | TN     | 38101       | MEMPHIS     |                           |          | STATE OF MISSISSIPPI - PURCHASING |
| 3102000181 | AUTOZONE MISSISSIPPI INC       |        | US      | MS     | 39648       | MCCOMB      | 1202 DELAWARE             |          | STATE OF MISSISSIPPI - PURCHASING |
| 3102000200 | TINDALL AUTOMATION CORPORATION |        | US      | MS     | 39401       | HATTESBURG  | 208 S 27TH AVENUE SUITE B |          | STATE OF MISSISSIPPI - PURCHASING |

More Search Help:

24. Click  to select the supplier.

## Supplier: All Values

Supplier: All Values

Name 1/last name:

Name 2/first name:

E-Mail Address:

DUNS:

Creditor:

Logical System:

Industry sector:

PCard co.:

Purch. Organization:

Purch. Org. ID:

Country Key:

Region:

Postal Code:

City:

Street:

Building Code:

☒ Restrict Number of Value List Entries To 500

| BusPartner | Name                           | Name 2 | Country | Region | Postal Code | City        | Street                    | Building | Purch. Organization               |
|------------|--------------------------------|--------|---------|--------|-------------|-------------|---------------------------|----------|-----------------------------------|
| 3100000049 | ROOS CLINTON AUTO SUPPLY INC   |        | US      | MS     | 39056       | CLINTON     | 230 CLINTON BLVD          |          | STATE OF MISSISSIPPI - PURCHASING |
| 3102000143 | O'REILLY AUTOMOTIVE STORES INC |        | US      | MO     | 65801-9464  | SPRINGFIELD | 233 S PATTERSON           |          | STATE OF MISSISSIPPI - PURCHASING |
| 3102000144 | O'REILLY AUTOMOTIVE INC        |        | US      | MO     | 63179-0098  | ST LOUIS    |                           |          | STATE OF MISSISSIPPI - PURCHASING |
| 3102000145 | O'REILLY AUTOMOTIVE INC        |        | US      | MS     | 39208       | PEARL       | 2730 HIGHWAY 80 EAST      |          | STATE OF MISSISSIPPI - PURCHASING |
| 3102000146 | O'REILLY AUTOMOTIVE INC        |        | US      | MS     | 39648       | MCCOMB      | 1402 DELAWARE AVE         |          | STATE OF MISSISSIPPI - PURCHASING |
| 3102000180 | AUTOZONE MISSISSIPPI INC       |        | US      | TN     | 38101       | MEMPHIS     |                           |          | STATE OF MISSISSIPPI - PURCHASING |
| 3102000181 | AUTOZONE MISSISSIPPI INC       |        | US      | MS     | 39648       | MCCOMB      | 1202 DELAWARE             |          | STATE OF MISSISSIPPI - PURCHASING |
| 3102000200 | TINDALL AUTOMATION CORPORATION |        | US      | MS     | 39401       | HATTESBURG  | 208 S 27TH AVENUE SUITE B |          | STATE OF MISSISSIPPI - PURCHASING |

More Search Help:

25. Click .

## Create Purchase Order

Smart Number: 58052213 01/21/2014 18:52  
☐ Smart Number is External

Purchase Order Number: 4600000041

Supplier: 5132000143 ORELLY AUTOMOTIVE STORES INC

Requester: 45584 Sherry Bennett

Recipient: 45584 Sherry Bennett

Location: 18 MS DEPT FINANCE & ADMINISTRATION

Purchasing Organization: State of Mississippi - Purchasing

Purchasing Group: DFA GEN PURCH Show Members

Total Value (Net): 750.00 USD

Internal Note

Item Overview

Details Add Item Copy Paste Duplicate Delete Unlink Propose Sources of Supply Add Condition Remove Condition Order as Direct Material Process All Items Exercise Option

| Line Number | Deleted | Item Type | Item Number | Product ID | Description       | Product Category | Quantity      | Unit   | Gross Price | Currency | Per            | Net Price | Net Value | Order Type | Condition | Delivery Date | Account Assignment |
|-------------|---------|-----------|-------------|------------|-------------------|------------------|---------------|--------|-------------|----------|----------------|-----------|-----------|------------|-----------|---------------|--------------------|
| 1           |         | Material  | 0           |            | Auto Repair Parts | 05504            | Overall Limit | 750.00 | 0.00        | USD      | Expected Value | 750.00    | 0.00      |            |           | 01/21/2014    | Cost Center        |
|             |         | Material  | 0           |            |                   |                  | 0.000         |        | 0.00        | USD      |                | 0         | 0.00      |            |           |               |                    |
|             |         | Material  | 0           |            |                   |                  | 0.000         |        | 0.00        | USD      |                | 0         | 0.00      |            |           |               |                    |
|             |         | Material  | 0           |            |                   |                  | 0.000         |        | 0.00        | USD      |                | 0         | 0.00      |            |           |               |                    |
|             |         | Material  | 0           |            |                   |                  | 0.000         |        | 0.00        | USD      |                | 0         | 0.00      |            |           |               |                    |
|             |         | Material  | 0           |            |                   |                  | 0.000         |        | 0.00        | USD      |                | 0         | 0.00      |            |           |               |                    |
|             |         | Material  | 0           |            |                   |                  | 0.000         |        | 0.00        | USD      |                | 0         | 0.00      |            |           |               |                    |
|             |         | Material  | 0           |            |                   |                  | 0.000         |        | 0.00        | USD      |                | 0         | 0.00      |            |           |               |                    |
|             |         | Material  | 0           |            |                   |                  | 0.000         |        | 0.00        | USD      |                | 0         | 0.00      |            |           |               |                    |
|             |         | Material  | 0           |            |                   |                  | 0.000         |        | 0.00        | USD      |                | 0         | 0.00      |            |           |               |                    |
|             |         | Material  | 0           |            |                   |                  | 0.000         |        | 0.00        | USD      |                | 0         | 0.00      |            |           |               |                    |
|             |         | Material  | 0           |            |                   |                  | 0.000         |        | 0.00        | USD      |                | 0         | 0.00      |            |           |               |                    |
|             |         | Material  | 0           |            |                   |                  | 0.000         |        | 0.00        | USD      |                | 0         | 0.00      |            |           |               |                    |

Total Value (Net)

Total Value (Gross)

Order Save Close Print Preview Check Export Import Park System Information Create Memory Snapshot

26. Click **Details**.

## Create Purchase Order

Item Overview

Total Value (Net)

Total Value (Gross)

Details for Item 1 Auto Repair Parts

General Data Prices and Conditions Account Assignment Notes and Attachments Approval Preview Related Documents Delivery Extended PO History Subcontracting User-Specified Status Payment

Order as Direct Material Item Detail

Basic

Item Number: 1

Configurable Item Number:

Item Type: LMI

Description: Auto Repair Parts

Product Category: 05504 Auto-air condn parts

Required: On 01/21/2014

Value Limit: 750.00 USD Unlimited

Expected value: 750.00 USD

Tax Code:

Subcontracting:

Partner

Details Add Send E-Mail Call Clear

| Function  | Number | Name           |
|-----------|--------|----------------|
| Requester | 45584  | Sherry Bennett |

27. Click **Account Assignment**.

## Create Purchase Order

**Item Overview**

| Line Number         | Deleted | Item Type | Item Number | Product ID | Description       | Product Category | Quantity | Unit | Gross Price | Currency | Per | Net Price      | Net Value | Order Type | Condition | Delivery Date | Account Assignment Ty |
|---------------------|---------|-----------|-------------|------------|-------------------|------------------|----------|------|-------------|----------|-----|----------------|-----------|------------|-----------|---------------|-----------------------|
| 1                   |         | Material  |             |            | Auto Repair Parts | 05504            | 1        |      | 750.00      | 0.00     | USD | Expected Value | 750.00    | 0.00       |           | 01/21/2014    | Cost Center           |
| *                   |         | Material  |             |            |                   |                  | 0.000    |      | 0.00        | USD      |     | 0              | 0.00      |            |           |               |                       |
| *                   |         | Material  |             |            |                   |                  | 0.000    |      | 0.00        | USD      |     | 0              | 0.00      |            |           |               |                       |
| *                   |         | Material  |             |            |                   |                  | 0.000    |      | 0.00        | USD      |     | 0              | 0.00      |            |           |               |                       |
| *                   |         | Material  |             |            |                   |                  | 0.000    |      | 0.00        | USD      |     | 0              | 0.00      |            |           |               |                       |
| *                   |         | Material  |             |            |                   |                  | 0.000    |      | 0.00        | USD      |     | 0              | 0.00      |            |           |               |                       |
| *                   |         | Material  |             |            |                   |                  | 0.000    |      | 0.00        | USD      |     | 0              | 0.00      |            |           |               |                       |
| *                   |         | Material  |             |            |                   |                  | 0.000    |      | 0.00        | USD      |     | 0              | 0.00      |            |           |               |                       |
| *                   |         | Material  |             |            |                   |                  | 0.000    |      | 0.00        | USD      |     | 0              | 0.00      |            |           |               |                       |
| *                   |         | Material  |             |            |                   |                  | 0.000    |      | 0.00        | USD      |     | 0              | 0.00      |            |           |               |                       |
| Total Value (Net)   |         |           |             |            |                   |                  |          |      |             |          |     |                |           |            |           |               |                       |
| Total Value (Gross) |         |           |             |            |                   |                  |          |      |             |          |     |                |           |            |           |               |                       |

**Details for Item 1 Auto Repair Parts**

General Data | Prices and Conditions | **Account Assignment** | Notes and Attachments | Approval Preview | Related Documents | Delivery | Extended PO History | Subcontracting | User-Specified Status | Payment

Cost Distribution Percentage | **Details** | Add Line | Copy | Paste | Duplicate | Delete | Split Distribution | Change Ad Items

| Number | Accounting Line Number | Percentage | Account Assignment Category | Assign Number | Account Assignment Description | General Ledger Account | General Ledger Description |
|--------|------------------------|------------|-----------------------------|---------------|--------------------------------|------------------------|----------------------------|
| 0001   |                        | 100.00     | Cost Center                 |               |                                | 62120000               | Parts Veh & Other          |

Item Detail

28. As required, complete/review the following fields:

Field

R/O/C

Assign Number / 0001

Required

## Create Purchase Order

Purchase Order Number 400000041 | Purchase Order Type Sole Source PO | Status In Process | Document Date 01/21/2014 | Total Value (Gross) 750.00 USD | Smart Number | Supplier ORELLY AUTOMOTIVE STORES INC.

Enter exactly one partner of type Invoice Recipient

No attachments found for PO. The purchase order type you have selected may require an attachment.

**Item Overview**

| Line Number         | Deleted | Item Type | Item Number | Product ID | Description       | Product Category | Quantity | Unit | Gross Price | Currency | Per | Net Price      | Net Value | Order Type | Condition | Delivery Date | Account Assignment Ty |
|---------------------|---------|-----------|-------------|------------|-------------------|------------------|----------|------|-------------|----------|-----|----------------|-----------|------------|-----------|---------------|-----------------------|
| 1                   |         | Material  |             |            | Auto Repair Parts | 05504            | 1        |      | 750.00      | 0.00     | USD | Expected Value | 750.00    | 0.00       |           | 01/21/2014    | Cost Center           |
| *                   |         | Material  |             |            |                   |                  | 0.000    |      | 0.00        | USD      |     | 0              | 0.00      |            |           |               |                       |
| *                   |         | Material  |             |            |                   |                  | 0.000    |      | 0.00        | USD      |     | 0              | 0.00      |            |           |               |                       |
| *                   |         | Material  |             |            |                   |                  | 0.000    |      | 0.00        | USD      |     | 0              | 0.00      |            |           |               |                       |
| *                   |         | Material  |             |            |                   |                  | 0.000    |      | 0.00        | USD      |     | 0              | 0.00      |            |           |               |                       |
| *                   |         | Material  |             |            |                   |                  | 0.000    |      | 0.00        | USD      |     | 0              | 0.00      |            |           |               |                       |
| *                   |         | Material  |             |            |                   |                  | 0.000    |      | 0.00        | USD      |     | 0              | 0.00      |            |           |               |                       |
| *                   |         | Material  |             |            |                   |                  | 0.000    |      | 0.00        | USD      |     | 0              | 0.00      |            |           |               |                       |
| *                   |         | Material  |             |            |                   |                  | 0.000    |      | 0.00        | USD      |     | 0              | 0.00      |            |           |               |                       |
| Total Value (Net)   |         |           |             |            |                   |                  |          |      |             |          |     |                |           |            |           |               |                       |
| Total Value (Gross) |         |           |             |            |                   |                  |          |      |             |          |     |                |           |            |           |               |                       |

**Details for Item 1 Auto Repair Parts**

General Data | Prices and Conditions | **Account Assignment** | Notes and Attachments | Approval Preview | Related Documents | Delivery | Extended PO History | Subcontracting | User-Specified Status | Payment

Cost Distribution Percentage | **Details** | Add Line | Copy | Paste | Duplicate | Delete | Split Distribution | Change Ad Items

| Number | Accounting Line Number | Percentage | Account Assignment Category | Assign Number | Account Assignment Description | General Ledger Account | General Ledger Description |
|--------|------------------------|------------|-----------------------------|---------------|--------------------------------|------------------------|----------------------------|
| 0001   |                        | 100.00     | Cost Center                 |               |                                | 62120000               | Parts Veh & Other          |

Item Detail

29. Click **Header**.

Revised July 1, 2015

## Create Purchase Order

☐ Smart Number is External

Purchase Order Number: 4000000771

Corresponding Novation Purchase Order:

Purchase Order Type: General PO

**Organization**

Purchasing Organization: State of Mississippi - Purchasing ☐

Purchasing Group: DFA GEN PURCH ☐ [Show Members](#)

Total Value (Net): 750.00 USD

Total Value (Gross): 750.00 USD

Tax Value: 0.00 USD

Pricing Arrangement:

Ceiling Amount: 0.00 USD

**Service and Delivery**

**Status and Statistics**

Document Date: 01/28/2014

FM Posting Date: 01/28/2014

Posting Period: 007

Commitment Documents: [Display](#)

Closeout Status: None

Parked: ☐

Cancelled: ☐

Selective Release Status: Standard Processing

**▼ Partner**

| Function            | Number     | Name   | Phone Number |
|---------------------|------------|--|--------------|
| • Requester         | 45584      | <a href="#">Sherry Bennight</a>                      |              |
| ▼ Supplier          | 3102000143 | <a href="#">ORELLY AUTOMOTIVE STORES INC</a>         |              |
| • Service Agent     |            |  |              |
| • Goods Recipient   | 45584      | <a href="#">Sherry Bennight</a>                      |              |
| • Ship-To Address   | 285        | <a href="#">SoMS</a>                                 |              |
| • Invoice Recipient |            |  |              |
| • Location          | 18         | <a href="#">MS DEPT FINANCE &amp; ADMINISTRATION</a> |              |

30. Click Number / Invoice Recipient field



## Create Purchase Order


☐ Smart Number is External


Purchase Order Number: 4000000771

Corresponding Novation Purchase Order:

Purchase Order Type: General PO

**Organization**


Purchasing Organization: State of Mississippi - Purchasing 

Purchasing Group: DFA GEN PURCH  [Show Members](#)

Total Value (Net): 750.00 USD

Total Value (Gross): 750.00 USD

Tax Value: 0.00 USD

Pricing Arrangement: 

Ceiling Amount: 0.00 USD [Calculate](#)

**Service and Delivery**

**Status and Statistics**

Document Date: 01/28/2014

FM Posting Date: 01/28/2014

Posting Period: 007

Commitment Documents: [Display](#)

Closeout Status: None


Parked: ☐

Cancelled: ☐


Selective Release Status: Standard Processing

**▼ Partner:**

[Details](#) [Add](#) [Send E-Mail](#) [Call](#) [Clear](#)

| Function            | Number     | Name  | Phone Number |
|---------------------|------------|---|--------------|
| ▪ Requester         | 45584      | <a href="#">Sherry Bennight</a>   |              |
| ▼ Supplier          | 3102000143 | <a href="#">ORELLY AUTOMOTIVE STORES INC</a>                                      |              |
| ▪ Service Agent     |            |   |              |
| ▪ Goods Recipient   | 45584      | <a href="#">Sherry Bennight</a>   |              |
| ▪ Ship-To Address   | 285        | <a href="#">SoMS</a>  |              |
| ▪ Invoice Recipient |            |  |              |
| ▪ Location          | 18         | <a href="#">MS DEPT FINANCE &amp; ADMINISTRATION</a>                              |              |

[Order](#) [Save](#) [Close](#) [Print Preview](#) [Check](#) [Export](#) [Import](#) [Park](#) [System Information](#) [Create Memory Snapshot](#)

31. Click  to search for the invoice recipient.



## Business Partner Number: All Values

Business Partner Number: All Values

Hide Filter Criteria Settings

Business partner:  →

Search term 1:  →

Search term 2:  →

Name 1/last name:  →

Name 2/First name:  →

DUNS:  →

c/o:  →

Postal Code:  →

City:  →

District:  →

Street:  →

Building Code:  →

Floor:  →

Room Number:  →

Country Key:  →

Region:  →

☒ Restrict Number of Value List Entries To

Start Search Reset

OK Cancel

32. As required, complete/review the following fields:

Field

R/O/C

c/o:

Required

## Business Partner Number: All Values

Business Partner Number: All Values

Hide Filter Criteria

Settings

|                    |                                    |  |
|--------------------|------------------------------------|--|
| Business partner:  | <input type="text"/>               |  |
| Search term 1:     | <input type="text"/>               |  |
| Search term 2:     | <input type="text"/>               |  |
| Name 1/last name:  | <input type="text"/>               |  |
| Name 2/First name: | <input type="text"/>               |  |
| DUNS:              | <input type="text"/>               |  |
| c/o:               | <input type="text" value="1130*"/> |  |
| Postal Code:       | <input type="text"/>               |  |
| City:              | <input type="text"/>               |  |
| District:          | <input type="text"/>               |  |
| Street:            | <input type="text"/>               |  |
| Building Code:     | <input type="text"/>               |  |
| Floor:             | <input type="text"/>               |  |
| Room Number:       | <input type="text"/>               |  |
| Country Key:       | <input type="text"/>               |  |
| Region:            | <input type="text"/>               |  |

☒ Restrict Number of Value List Entries To

Start Search

Reset

OK

Cancel

33. Click **Start Search**.

## Business Partner Number: All Values

Business Partner Number: All Values

▼ Hide Filter Criteria

Business partner:

Search term 1:

Search term 2:

Name 1/last name:

Name 2/First name:

DUNS:

c/o:

Postal Code:

City:

District:

Street:

Building Code:

Floor:

Room Number:

Country Key:

Region:

☒ Restrict Number of Value List Entries To

| Name of Org. | Country | Postal Code | City    | Street      | Building Code | Floor |
|--------------|---------|-------------|---------|-------------|---------------|-------|
| SoMS         | US      | 39205       | JACKSON | P O BOX 267 |               |       |

34. Click  to select the invoice recipient address.

## Business Partner Number: All Values

Business Partner Number: All Values

▼ Hide Filter Criteria

Business partner:

Search term 1:

Search term 2:

Name 1/last name:

Name 2/First name:

DUNS:

c/o:

Postal Code:

City:

District:

Street:

Building Code:

Floor:

Room Number:

Country Key:

Region:

☒ Restrict Number of Value List Entries To

| Name of Org. | Country | Postal Code | City    | Street      | Building Code | Floor |
|--------------|---------|-------------|---------|-------------|---------------|-------|
| SoMS         | US      | 39205       | JACKSON | P O BOX 267 |               |       |

35. Click .

## Create Purchase Order

☐ Smart Number is External

Purchase Order Number: 4000000771

Corresponding Novation Purchase Order:

Purchase Order Type: General PO

Organization

Purchasing Organization: State of Mississippi - Purchasing ☐

Purchasing Group: DFA GEN PURCH ☐ [Show Members](#)

Total Value (Net): 750.00 USD

Total Value (Gross): 750.00 USD

Tax Value: 0.00 USD

Pricing Arrangement:

Ceiling Amount: 0.00 USD

Service and Delivery

Status and Statistics

Document Date: 01/28/2014

FM Posting Date: 01/28/2014

Posting Period: 007

Commitment Documents: [Display](#)

Closeout Status: None

Parked: ☐

Cancelled: ☐

Selective Release Status: Standard Processing

▼ Partner

[Details](#) [Add](#) [Send E-Mail](#) [Call](#) [Clear](#)

| Function          | Number     | Name   | Phone Number |
|-------------------|------------|--|--------------|
| Requester         | 45584      | <a href="#">Sherry Bennight</a>                      |              |
| Supplier          | 3102000143 | <a href="#">ORELLY AUTOMOTIVE STORES INC</a>         |              |
| Service Agent     |            |  |              |
| Goods Recipient   | 45584      | <a href="#">Sherry Bennight</a>                      |              |
| Ship-To Address   | 285        | <a href="#">SoMS</a>                                 |              |
| Invoice Recipient | 285        | <a href="#">SoMS</a>                                 |              |
| Location          | 18         | <a href="#">MS DEPT FINANCE &amp; ADMINISTRATION</a> |              |

[Order](#) [Save](#) [Close](#) [Print Preview](#) [Check](#) [Export](#) [Import](#) [Park](#) [System Information](#) [Create Memory Snapshot](#)

36. Click [Check](#).

## Create Purchase Order

**Create Purchase Order**

Purchase Order Number: 400000041    Purchase Order Type: Sole Source PO    Status: In Process    Document Date: 01/21/2014    Total Value (Gross): 750.00 USD    Smart Number

Supplier: [ORELLY AUTOMOTIVE STORES INC](#)

Enter exactly one partner of type Invoice Recipient

No attachments found for PO. The purchase order type you have selected may require an attachment.

[Order](#) [Save](#) [Close](#) [Print Preview](#) [Check](#) [Export](#) [Import](#) [Park](#) [System Information](#) [Create Memory Snapshot](#)

Overview    Reader    Items    Notes and Attachments    Approval    Tracking    Supplier Ordering Address

General Data    Notes and Attachment    Output    Budget    Additional Information    Payment    Extended PO History    Document Totals    Synopsis    User-Specified Status

▼ Basic

Identification

Smart Number: 58052213 01/21/2014 18:52

☐ Smart Number is External

Purchase Order Number: 4000000041

Corresponding Novation Purchase Order:

Purchase Order Type: Sole Source PO

Organization

Purchasing Organization: State of Mississippi - Purchasing ☐

Purchasing Group: DFA GEN PURCH ☐ [Show Members](#)

Currency, Values and Pricing

Currency: USD

Total Value (Net): 750.00 USD

Total Value (Gross): 750.00 USD

Tax Value: 0.00 USD

Pricing Arrangement:

Ceiling Amount: 0.00 USD

Service and Delivery

Status and Statistics

Document Date: 01/21/2014

FM Posting Date: 01/21/2014

Posting Period: 007

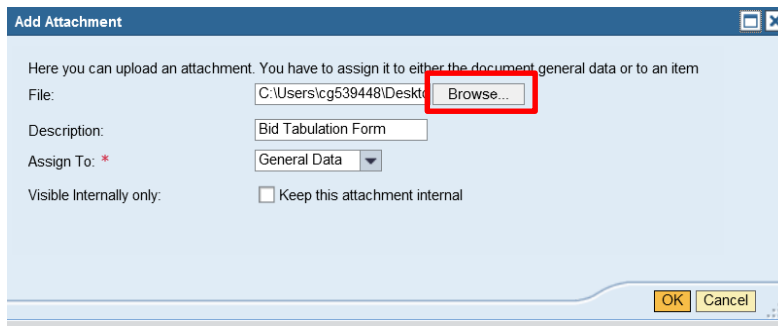
Commitment Documents: [Display](#)

Closeout Status: None

Parked: ☐

37. Click **Notes and Attachments** .

(1) A small window will display; select the **Browse...** button to select a document from your computer.



**Add Attachment**

Here you can upload an attachment. You have to assign it to either the document general data or to an item

File: C:\Users\cg539448\Desktop **Browse...**

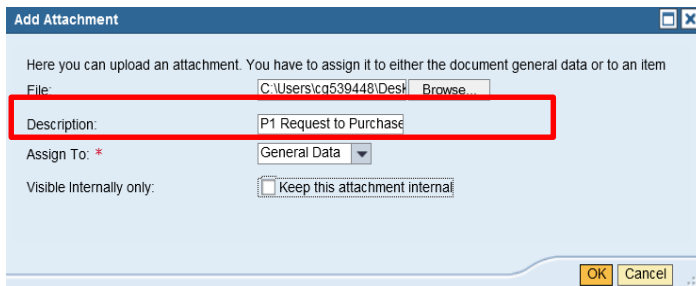
Description: Bid Tabulation Form

Assign To: \* General Data

Visible Internally only: ☐ Keep this attachment internal

OK Cancel

(2) Enter a description of the document to be added.



**Add Attachment**

Here you can upload an attachment. You have to assign it to either the document general data or to an item

File: C:\Users\cg539448\Desktop Browse...

**Description:** P1 Request to Purchase

Assign To: \* General Data

Visible Internally only: ☐ Keep this attachment internal

OK Cancel

(3) Documents must be marked internal or external and must be in compliance with MS Code 27-104-155.

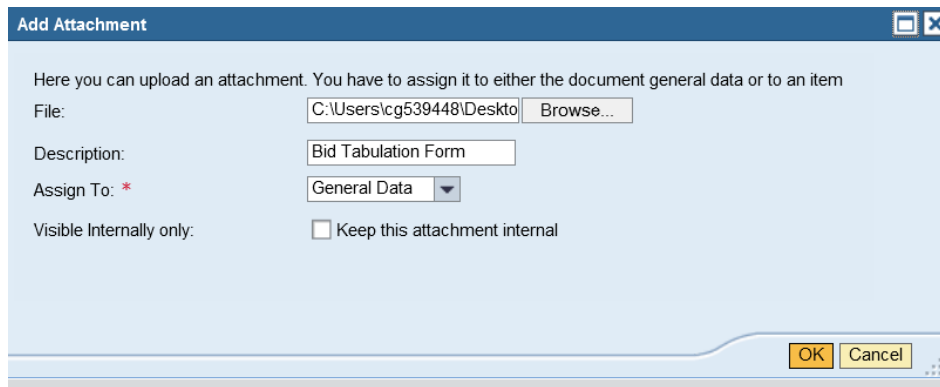
NOTE, if the box is **unchecked**, it will be visible to the public for Transparency requirement.

- a. Continue to select the **Add Attachment** button to upload all remaining documents such as the Contract, Bid Specs, Justification Letter and Bid Tabulation, advertisement, etc.



Visible Internally only: ☐ Keep this attachment internal

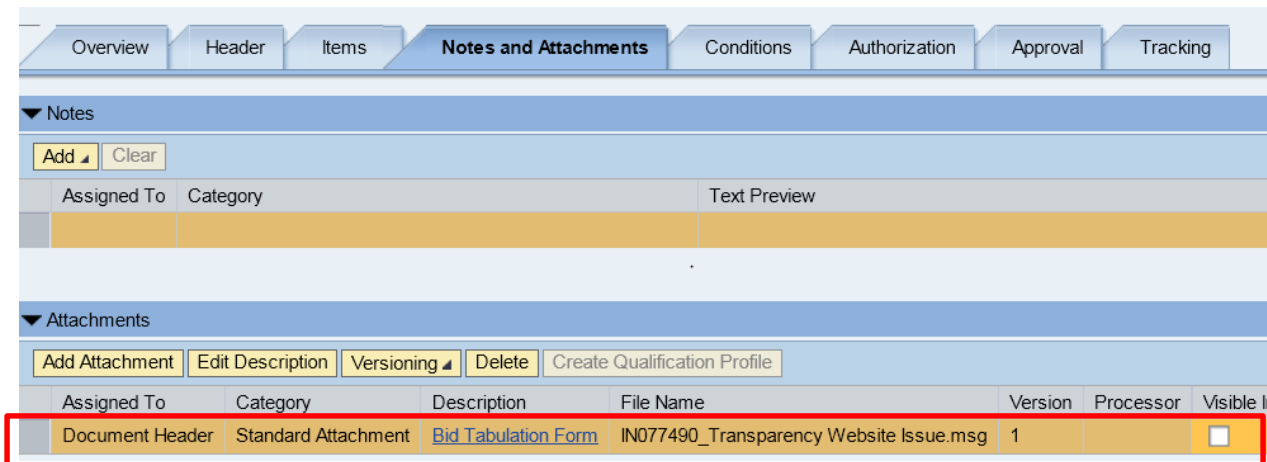
(4) Select the **OK** button to return the file to the Notes and Attachment display.



The 'Add Attachment' dialog box contains the following fields and controls:

- File:** A text box containing 'C:\Users\cg539448\Desktop' and a 'Browse...' button.
- Description:** A text box containing 'Bid Tabulation Form'.
- Assign To: \*** A dropdown menu with 'General Data' selected.
- Visible Internally only:** A checkbox labeled 'Keep this attachment internal' which is currently unchecked.
- Buttons:** 'OK' and 'Cancel' buttons at the bottom right.

(5) The system will display the added document to the table below



The interface shows the 'Notes and Attachments' tab with two sections:

- Notes:** Includes 'Add' and 'Clear' buttons and a table with columns 'Assigned To', 'Category', and 'Text Preview'.
- Attachments:** Includes buttons for 'Add Attachment', 'Edit Description', 'Versioning', 'Delete', and 'Create Qualification Profile'. Below these is a table of attachments.

| Assigned To     | Category            | Description                         | File Name                               | Version | Processor | Visible Internally       |
|-----------------|---------------------|-------------------------------------|---|---------|-----------|--------------------------|
| Document Header | Standard Attachment | <a href="#">Bid Tabulation Form</a> | IN077490_Transparency Website Issue.msg | 1       |           | <input type="checkbox"/> |

(6) Once all the information is entered click **OK**.

48. Click **Check**.

## Create Purchase Order

**Create Purchase Order** [Help](#)

Purchase Order Number 4600000041 Purchase Order Type Sole Source PO Status In Process Document Date 9/12/2014 Total Value (Gross) 750.00 USD Smart Number

Supplier [SHELLY AUTOMOTIVE STORES INC](#)

☒ Purchase order with document number 4600000041 is correct

[Order](#) [Save](#) [Close](#) [Print Preview](#) [Check](#) [Export](#) [Import](#) [Part](#) [System Information](#) [Create Memory Snapshot](#)

[Overview](#) [Reader](#) [Items](#) [Notes and Attachments](#) [Approval](#) [Tracking](#) [Supplier Ordering Address](#)

[General Data](#) [Notes and Attachment](#) [Output](#) [Budget](#) [Additional Information](#) [Payment](#) [Extended PO History](#) [Document Totals](#) [Synopsis](#) [User-Specified Status](#)

[Order and Send Immediately](#)

Latest Output  
Sent On:   
Output Medium:

Additional Output Requested via  
☐ Printer   
☐ Fax   
☒ E-Mail   
☐ XML

**Document Outputs** [Filter Settings](#)

[Details](#) [Repeat Output](#) [Delete](#)

| Status                              | Changed | Repeated | Manually | Generated On | Generated At | Changed On | Changed At | Medium |
|-------------------------------------|---------|----------|----------|--------------|--------------|------------|------------|--------|
| The table does not contain any data |         |          |          |              |              |            |            |        |

[Order](#) [Save](#) [Close](#) [Print Preview](#) [Check](#) [Export](#) [Import](#) [Part](#) [System Information](#) [Create Memory Snapshot](#)

49. Click [Order](#).

## Display Purchase Order:4600000041

**Display Purchase Order:4600000041** [Help](#)

Purchase Order Number 4600000041 Purchase Order Type Sole Source PO Status Awaiting Approval Document Date 9/12/2014 Total Value (Gross) 750.00 USD Smart Number

Supplier [SHELLY AUTOMOTIVE STORES INC](#)

☒ PO 58052213 9/12/2014 18:52 with document number 4600000041 has been ordered

[Edit](#) [Close](#) [Print Preview](#) [Refresh](#) [Check](#) [Show my Tasks](#) [Copy](#) [Export](#) [System Information](#) [Create Memory Snapshot](#) [Related Links](#)

[Overview](#) [Reader](#) [Items](#) [Notes and Attachments](#) [Approval](#) [Tracking](#) [Supplier Ordering Address](#)

[General Data](#) [Notes and Attachment](#) [Output](#) [Budget](#) [Additional Information](#) [Payment](#) [Extended PO History](#) [Document Totals](#) [Synopsis](#) [User-Specified Status](#)

[Order and Send Immediately](#)

Latest Output  
Sent On:   
Output Medium:

Additional Output Requested via  
☐ Printer   
☐ Fax   
☒ E-Mail   
☐ XML

**Document Outputs** [Filter Settings](#)

[Details](#) [Repeat Output](#) [Delete](#)

| Status                              | Changed | Repeated | Manually | Generated On | Generated At | Changed On | Changed At | Medium |
|-------------------------------------|---------|----------|----------|--------------|--------------|------------|------------|--------|
| The table does not contain any data |         |          |          |              |              |            |            |        |

[Edit](#) [Close](#) [Print Preview](#) [Refresh](#) [Check](#) [Show my Tasks](#) [Copy](#) [Export](#) [System Information](#) [Create Memory Snapshot](#) [Related Links](#)

50. Click [Close](#).